

Want to

Work?

Still at

School?

**ALL YOU
NEED 2
KNOW**

**All you need to know
about having a part
time job whilst still
at school**

Kent
County
Council



Child

Employment

What's this got to do with me?

You probably know that you can work before you leave school. There's just a few things you should know about the law and how to keep safe. Whilst your main concern is probably earning money, we are here to make sure your employer does not exploit you, and to protect your health, safety and welfare, i.e. so YOU don't get worked too hard!

Looking for a job

You can find a part time job from the age of 13 (you are not allowed to work until you are 13).

When you are 13 years or over you **can do** the following:

- Newspaper delivery
- Fruit picking
- Office work
- Hairdressing
- Shop work (including shelf stacking)
- Domestic work (in hotels, guest houses, B & Bs)
- Waiting on tables
- Stable work.

Once you are 14 or older you can do any job that is classed as "light work". There are so many jobs that you can do, so to make it easier here's a list of work that you **must not do**:

- Commercial kitchens
- Pub and bar work
- Industrial undertakings (eg factories, building sites)
- Cinema, theatre, discotheque, dance hall or night club
- Telephone sales
- Markets (unless employed by and directly supervised by a parent)
- Street trading
- Fairground and amusement arcades
- Door to door selling
- Cleaning/operating machinery
- Preparation of meat or fish for sale
- Sale of alcohol, except in sealed containers
- Personal care of residents in care homes
- Activities concerned with the use of firearms
- Delivering fuel oils
- Collecting or sorting of refuse
- Delivery of milk
- Gambling clubs.

NB Babysitting for friends and neighbours is not classed as “employment”.

How many hours can I work?

Make sure your employer is only going to ask you to work within the hours listed below (all outside of school hours of course!)

	You must not start work before 7am, and must finish work by 7pm at the latest	
HOURS YOU CAN WORK EACH DAY	AGED 13-14	AGED 15 YEARS +
Saturdays	5 hours	8 hours
Sundays	No more than 2 hours	
School Days	2 hours per day, EITHER 1 hour before school and 1 hour after school, OR 2 hours after school	
School Holidays (including Bank Holidays)	Up to 5 hours a day (except Sunday)	Up to 8 hours a day (except Sunday)
TOTAL HOURS YOU CAN WORK EACH WEEK	AGED 13-14	AGED 15 YEARS +
Term Time	Maximum of 12 hours per week	
School Holidays	25 hrs	35 hrs

Staying Safe

Your employer should do a Risk Assessment before you start work. This should be discussed with you because it assesses potential risks in the job you have taken, or environment in which you work. Don't worry, if any risk is found, it is either removed or controlled. If you are not happy with what you are being asked to do, discuss the issue with your employer or parent, or contact the Child Employment Team for advice.

Your **employer must** also complete a **registration form** (which you need to sign as well!). We can then issue you a **work permit** so that you're working legally.

A work permit is needed until the last Friday in June in Year 11, even if you are already 16 and have your National Insurance Number. When you receive your permit you will see it is specific to you and the job you have taken. So if you change jobs, your new employer should apply for another permit. You can have more than one job at the same time, provided that you don't work too many hours and that you have a work permit for each job.

REMEMBER:

- Your employer must give you a **one hour break after four hours continuous work**
- You are entitled to a **2-week continuous break** from employment each **year** and this must be taken when you do not have to attend school
- Your employer must ensure you have appropriate clothes and shoes for the job you are doing
- Statistics show accidents do happen at work.

How much can I earn?

There are no laws to state how much or how little you should earn! Make sure you find out about your pay before you start work and talk it over with your parents and friends. You don't want to get ripped off!

Can I be stopped from working?

YES! Your employer will be told to end your job if it affects:

- Your attendance at school
- Your punctuality at school
- Your health or education e.g. falling asleep in class!

Any more questions?

This leaflet gives you the basic rules relating to the employment of young people. For any further information or advice please contact your Child Employment Officer:

Mid Kent: Kroner House, Ashford 01233 898674

East Kent: Clover House, Whitstable 01227 284486

West Kent: Joynes House, Gravesend 01474 544543

Or find us on the web: www.kent.gov.uk and search for 'child employment'.