

YOUNG PEOPLE'S GUIDE TO EMPLOYMENT WHILST STILL AT SCHOOL

Introduction

Many young people work part-time, it can be a helpful source of extra money and good preparation for the world of work.

Not all work is covered by the laws on part-time employment

- Children doing jobs around the house or for neighbours
- Babysitting and other work for relatives or family
- Work experience organised by your school.

13-Year Olds to Undertake Light Work Only as Specified Below

- Agricultural, horticultural work
- Delivery of Newspapers, journals etc
- Shop work, including shelf-stacking
- Hairdressing Salons
- Office work
- Car washing in a private residential setting
- In a cafe or restaurant
- In riding stables
- Domestic work in hotels etc.

14-16 Year Olds to Undertake Light Work Only

Some work cannot legally be undertaken by school-age children; included is ANY work in factories, on building sites, transport, serving alcohol, sorting refuse or working with food in commercial kitchens (including chip shops and takeaways).

The Basic Rules

Under National Laws and Leicestershire County Council bye-laws:

- Children must be at least 13 to work at all (there are some very limited exceptions where parents are occasionally employing their own children, e.g. on a farm).
- No child can work **BEFORE 7am or AFTER 7pm on ANY DAY** (including school holidays) until after they have officially left school.
- No child can be employed for more than 2 hours on a school day and certainly not during school hours.
- Sunday employment is restricted to 2 hours **ONLY** between 7am and 7pm.

- On Saturday and in school holidays students below the age of 15 can work a maximum of 5 hours per day. 25 hours per week; 15-16 year olds can work up to 8 hours, 35 hours per week. Students are not allowed to work more than 4 hours without a 1-hour break.

Work falling outside these restrictions is illegal and cannot be licensed.

Work You Are Not Allowed To Undertake

No young person of any age may be employed in certain occupations. Some examples are listed below but check with your Education Welfare Officer for the full list:-

- To deliver milk
- In telephone sales
- To collect Money
- In a butchers shop
- In the personal care of residents
- In a commercial kitchen
- To sell alcohol
- More than 3 metres above ground
- On a fairground / Amusement arcade
- Involving exposure to chemical agents.

It may seem safe, but if the work isn't licensed, it's illegal.

Children In Entertainments

Children need a licence to appear in any professional show, film, TV programme etc (not for amateur productions). Time off from school for rehearsals and performances cannot be granted unless a licence has been obtained from the Education Authority by the person responsible for the performance.

Be Aware of Your Personal Safety

- If you do not have a work permit you may not be covered by your employers insurance.
- Ensure your employer provides adequate training in health and safety – don't be afraid to ask. Be aware of fire exits and what you must do in case of accidental injury.
- If you are walking, wear bright clothes; don't carry heavy loads. If you ride a bike ensure your cycle is in good repair i.e. lights, brakes etc.
- If you are unsure about any aspects of your work – seek advice from your employer or contact the number below.

THE LAW SAYS – No young person can work before 7am or after 7pm.

Your work permit can be withdrawn if you do not attend school regularly.

School Leaving Age

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From 1998 onwards ALL children in Year 11 reach their official school leaving age on the same date, no matter when they are 16. This is the LAST FRIDAY IN JUNE each year. Even if you are 16 at the very beginning of the school year, you cannot leave school until this date.

The arrival of your National Insurance Card does NOT mean you can get a job straight away. Any full-time employment before the leaving date would be an offence by the employer and all part-time employment till then must still be licensed by the Education Authority.

The government intends that all children should have the opportunity to take GCSE examinations in May/June so no one can cease to be of compulsory school age before the exams have finished.

Many young people stay on at school or college after Year 11. From then on, no employment licence is needed and the child employment regulations no longer apply.

For more information or application forms contact the Education Welfare Service ☎ 0116 3056440