



Youth employment

Information for young people,
parents and employers

- Can your child work?
- Age limits
- Maximum hours of work
- Jobs your child cannot do
- Things to think about



ROCHDALE
BOROUGH COUNCIL

Introduction

Young people of compulsory school age often like to supplement their pocket money by taking on a part-time job, such as delivering newspapers or working in a shop at weekends and many parents want their children to do this in order to achieve more independence and self-discipline.

However, laws exist (as detailed below) to protect children from exploitation and to give paramount consideration to their welfare.

The relevant law

Children and Young Persons Act 1963 (as amended by the Children and Young Persons Act, 1998) and the Children (Protection at Work) Regulations 2000.

Can my child work?

Yes, but only from age thirteen, only part-time and many restrictions apply. Any work your child does must not interfere with, or affect, her/his school work or attendance at school.

What is work?

The answer to this might seem obvious, but basically a child is employed if he/she assists in any trade or occupation carried on for profit. It does not matter whether the child is paid or not for the work done, and it makes no difference if the child is assisting his/her own parents in their business, working for a relative, working for a charity or working for a major company.

Does s/he need a work permit?

Yes. All children who are employed need to be licensed - it is a legal requirement.

The prospective employer and the child's parent must complete the application form and medical questionnaire and send it to the local authority where the child will be working.

Without a licence the employer's liability insurance will not cover the child, so that if there was an accident involving the child, the employer would be uninsured and would commit an offence.

How does s/he apply for a work permit?

You can download an employment licence application form from our website: rochdale.gov.uk or contact the education welfare service (details on the back page).



What happens next?

We check that the details on the form are correct, and contact the parent/school/prospective employer if we have any queries.

If we can authorise the work, we will:

- Issue an employment licence to the child
- Send a letter of confirmation to the employer
- Keep a copy for our records
- Put your child and the employer on our database.
This information may be shared with education colleagues.

How long does the authorisation last?

For as long as your child is employed by the same employer, or until s/he is over official school-leaving age; that is, the last Friday in June of Year 11. Once your child leaves the employment, you should return the employment card to us so that we can amend our records.

Can the licence be withdrawn?

Yes if we are concerned about your child's welfare in any way, or if your child is missing school.

My child has received a National Insurance Card, can s/he start full-time work?

No, not until s/he is over official school-leaving age.

Work your child cannot do until they officially leave school:

- In a cinema, theatre, disco, dance hall or night club unless licensed under child performance regulations
- Sell or deliver alcohol (except in sealed containers)
- Deliver milk or deliver fuel oils
- Work in a commercial kitchen
- Collect or sort refuse
- In any work more than three metres above ground level
- In any work where your child is exposed to dangerous or harmful substances
- Collect money, sell or canvas door to door
- Work that involves exposure to adult material or situations
- Telephone sales
- Slaughterhouse work
- Amusement arcade or fairground
- Looking after care/nursing home residents unless under the supervision of a responsible adult.

Work a thirteen year old is allowed to do:

- Agricultural or horticultural work
- Deliver newspapers
- Show work
- Hairdressers or car washing
- Office work
- In a cafe or restaurant
- In riding stables
- Domestic work

All children may be employed only in light work.

Age limits

Children must be aged thirteen before they can work.

Your child does not need a licence once s/he has completed year 11, but still cannot work behind a bar until s/he is eighteen (unless on an approved training scheme).

Days of Work	Times of Work	Max. Hours
Age 13 – 15		
School Days	One hour between 7.00am to start of school and one hour between close of school - 7.00pm OR Two hours between close of school – 7.00pm	2
School Holidays	7.00am to 7.00pm	25 (per week)
Saturdays	7.00am to 7.00pm	5
Sundays	7.00am to 7.00pm	2
Age 15 plus		
School days	One hour between 7.00am to start of school and one hour between close of school - 7.00pm OR Two hours between close of school – 7.00pm	2
School Holidays	7.00am to 7.00pm	35 (per week)
Saturdays	7.00am to 7.00pm	8
Sundays	7.00am to 7.00pm	2

- If your child works for more than 4 hours, s/he must have an hour's break
- If your child works during the school holidays, s/he must have a two week period free from work.
- Your child can only work 12 hours maximum in any school week.

Once a child has completed Year 11, he or she may begin full time employment. This is at the beginning of July of his /her Year 11.

Child protection

Your child's welfare is paramount. Good employers will want to have your child licensed. If you or your child has any concerns, please contact us.

Unlicensed employers

It is in their interests to apply to us for a licence. Then they are obeying the law, are protected and so is your child. If any employer does not want your child to be employed legally, you need to ask yourself: 'Why not?'





Where can I obtain application forms and further information?

Education Welfare Service,
Floor 4
Number 1 Riverside
Smith Street
Rochdale
OL16 1XU

✉ education.welfare@rochdale.gov.uk

☎ 01706 925115

You can also speak to the education welfare officer who at your child's school (ask at school).

Child performance and entertainment licences

There is separate legislation that covers children who want to take part in TV and stage productions, paid modelling or paid sporting activities.

These come under the:

Children and Young Persons Act 1963, S.37 The Children (Performances and Activities) (England) Regulations 2014.