



Part-time work and still at school?

What you need to know

Prohibited Employment

While you are still at school you can't

- Work in a cinema, theatre, dance hall, disco or night club
- Sell or deliver alcohol
- Deliver fuel oils
- Work in a commercial kitchen
- Collect or sort refuse
- Do any job which involves you being more than 3 metres off the ground
- Do a job which might bring you into contact with harmful chemicals
- Collect money or sell or canvass door to door
- Be exposed to adult material which is considered unsuitable for children
- Work in telephone sales
- Work in a slaughter house or abattoir
- Work in a fairground or amusement arcade
- Work in 'personal care' in a residential or nursing home

Contact Us

If you have any questions, please email
childemployment@westmorlandandfurness.gov.uk

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If you are still of compulsory school age* you are entitled to have a part-time job, but there are some regulations about the sort of work you can do. These regulations are to protect your wellbeing and to help ensure that having a job does not affect your education. This leaflet sets out the main facts you need to know before you start work.

You may only start part-time work when you are 13 years old

You may only do jobs from the following list of light work...

- Agricultural or horticultural work
- Delivering newspapers
- Work in a shop
- Work in a hairdressers
- Office work
- Work in riding stables
- Domestic work in hotels or other establishments offering accommodation
- In a café or restaurant

From the age of 14 you may do work from the above list and other light work, providing it is not on the list of prohibited employment on the reverse of this leaflet.

At all ages you should have a one hour break if you work for more than 4 hours in one day. Your employer should ensure you have a 2 week break during school holidays each year.

What do I need when I start work?

You need a work permit. An application form is attached to this leaflet. The application form will need to be completed by your parent/guardian and your employer. It is good practice for your employer to make the application prior to the start of your employment; but should be made no later than 7 days following your start date.

13 and 14 year olds may work the following hours...

SCHOOL DAYS	Not more than 2 hours in one day during the following periods: Morning: 7am to start of school maximum 1 hour <u>or</u> Evening: close of school to 7pm
SATURDAYS	Up to 5 hours between 7am and 7pm
SUNDAYS	Up to 2 hours between 7am and 7pm
TERM TIME (Including weekends)	Up to a maximum of 12 hours a week
SCHOOL HOLIDAYS (Including weekends)	Up to a maximum of 25 hrs a week. 5 hours a day, between 7am - 7pm on any day <u>except</u> Sunday. On Sundays, 2 hours between 7am - 7pm

Why do I need a work permit?

Your employer could be prosecuted for employing you without a work permit even if you are working for a family business. Also if you have an accident whilst at work, your employer's insurance would be invalid if you do not have a work permit. We also need to ensure that what you are doing is safe, and that it is not affecting your education or attendance at school.

*Children remain of compulsory school age until the last Friday of June in the school year in which they reach their sixteenth birthday.

15 and 16 year olds may work the following hours...

SCHOOL DAYS	Not more than 2 hours in one day during the following periods: Morning: 7am to start of school maximum 1 hour <u>or</u> Evening: close of school to 7pm
SATURDAYS	Up to 8 hours between 7am and 7pm
SUNDAYS	Up to 2 hours between 7am and 7pm
TERM TIME (Including weekends)	Up to a maximum of 12 hours a week
SCHOOL HOLIDAYS (Including weekends)	Up to a maximum of 35 hours week. 8 hours a day, between 7am - 7pm on any day <u>except</u> Sunday. On Sundays, 2 hours between 7am - 7pm

How long does a permit last?

Your permit lasts for as long as your job does. However, if you change jobs or change your hours of employment, you need to inform us.

Could my permit be withdrawn?

Yes, if the Authority believes that...

- You are being unlawfully employed.
- That your health, welfare or school attendance or ability to take advantage of your education are suffering or likely to suffer as a result of your employment.

and remember.....

- You are considered to be employed whether you are being paid or not. However, if you are doing work experience arranged by your school you do not need a work permit.
- Your employer has a responsibility to take care of your health, safety and welfare when you are at work. You can ensure your safety by:
 1. Checking that you are properly trained and know what you are doing - if you aren't sure don't be afraid to ask.
 2. If anyone at work makes you feel uncomfortable by what they say or do, please tell your employer or parents.