

## What the employer must do

When you offer a job, you must undertake a Risk Assessment for all children and provide a copy for the parent/carer. The employer must ensure that all children they employ have a work permit.

Employing any child without a work permit is an offence and an employer may be prosecuted and fined £1000. Employees may also not be covered by the employer's insurance if illegally employed.

### Work Permit Application Forms

*are available from*

**The County Attendance Team**

telephone: **01865 323513**

or on the website at:-

<https://www.oxfordshire.gov.uk/cms/content/employing-children>

The form needs to be completed by you, the Employer, the parent/carer and returned to The County Attendance Team for processing.

Once the work permit has been completed, it will be sent to the Employer who should get the child to sign it and keep it with them.

The Employer then needs to sign the reply slip and return this to the County Attendance Team as confirmation that the work permit has been issued to the child.



## Where can I find help?

### The County Attendance Team

Telephone: **01865 323513**

Email:

[childperformancelicence@oxfordshire.gov.uk](mailto:childperformancelicence@oxfordshire.gov.uk)

# The County Attendance Team

## Do you employ school-age children?



**Make sure you are not employing children illegally.**

**There are some important things Employers should know...**

## Can I employ school-age children?

The Byelaws concerning child employment apply to all children before they reach minimum school leaving age, which is the last Friday in June of Year 11, they do not finish as soon as the child is 16.

Children can work in a regulated job after their 13th birthday, but **must** have a work permit. It is the Employers' responsibility to ensure that their school aged employees have work permits.

## How many hours can they work?

Ages 13-14	Ages 15-16
<b>Term Time</b> – Not more than 12 hours a week.	
<b>School Days</b> – 1 hour before school or up to 2 hours after school, but no more than 2 hours in total on school days.	
<b>Saturdays</b>	
Between 7am and 7pm, but no more than 5 hours a day.	Between 7am and 7pm, but no more than 8 hours a day.
<b>Sundays</b>	
Between 7am and 7pm, but no more than 2 hours.	
<b>School Holidays</b>	
Between 7am and 7pm but no more than 5 hours a day and 25 hours a week.	Between 7am and 7pm but no more than 8 hours a day and 35 hours a week.

On any day the child must not work more than 4 hours without a 1 hour break. They must have **2 weeks** free from work during the school year.

## What kind of jobs can they do?

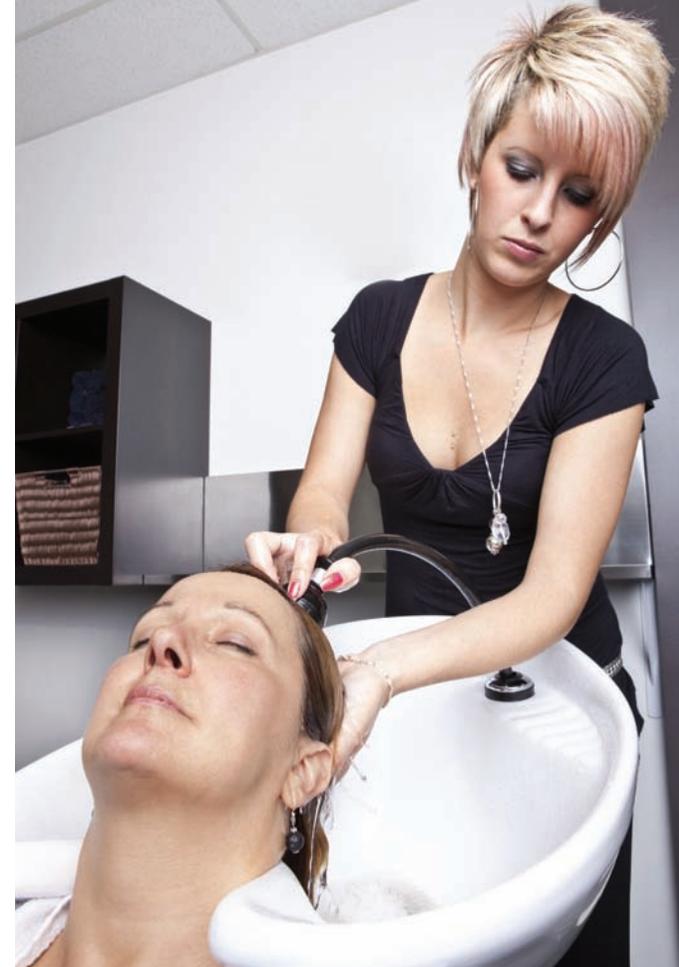
They can do many jobs so long as they are 'light duties' only. Some of those included are:

- working in a shop
- delivering newspapers
- working in hairdressing salons
- working in an office
- working with animals
- light cleaning jobs

## What kind of jobs can they not do?

Some jobs are illegal for all children and they cannot do any of the following jobs:

- work in a pub (except washing up or serving food)
- work in factories or any industrial undertaking
- work in a commercial kitchen cooking or food preparation (Chip Shop, takeaway or restaurant)
- collecting money door-to-door
- work more than 3 metres above the ground



There are other prohibited jobs and children must not be employed at any time during the normal school day.

These rules apply to jobs in a business, even if the child is not paid. This includes working in parents' business. The rules do not apply to jobs like babysitting or dog walking or anything else for family or friends where the child is self employed.