

Dear Parent / Guardian

Child Employment

We are writing to parents/guardians of all year 9 & 10 children informing them of legislation concerning Child Employment and what they need to know should their child wish to take on part-time work while still at school and as a reminder for those who currently have a part-time job. The law is there to prevent accidents and ensure that children are safe and able to benefit fully from their education.

The Law states that children may work from the date of their 13th birthday but are only permitted to engage in 'light-work' such as; Newspaper Delivery or work in a Shop, Office or Café.

However, there are restrictions on the number of hours they are permitted to work and the types of work they can do. For example, they cannot work before 7am or after 7pm and no more than 2 hours on a school day or a Sunday. This applies even if the child is working for a parent/relative or whether the employment is paid or voluntary. There are slight variations in permitted hours once they reach their 15th birthday, however the types of work remain the same until the child reaches the end of Compulsory School Age (the last Friday in June of Year 11).

Once the child has found work, the employer **must** apply for a **Work Permit** from the Child Employment Officer at the Council. The form states the type of employment and hours a child will work. This form must be countersigned by the parent/guardian before returning to the Council.

Permits are free of charge and are unlikely to be refused, providing the types of work and hours are safe and legal and will not interfere with the child's education. We also require employers to confirm that they are following all Government guidance relating to Covid-19 and that they operate a safe workplace.

Please note:

- The Permit only applies to a particular job, if a child changes employer or type of work; they must apply for a new permit.
- A Permit can be revoked by the Child Employment Officer if it is believed that the type of work differs from what was stated on the application form or the work is interfering with the child's schoolwork or punctual attendance.
- If a child is working without a permit, they are working illegally, not only does it mean that should an accident happen it is extremely unlikely they will be covered by any insurance but also the employer could be prosecuted in a Court of Law.
- The employer must carry out a thorough Risk Assessment for the place of employment and share the results with the parent/guardian.

If your child is currently working and they do not have a work permit please contact me straight away, their employer will need to apply for one immediately for them to continue the employment. Please also check the list below to make sure the type of employment and hours they are working comply with the regulations.

These regulations do not apply to children working in the performing Arts, there are separate laws and regulations governing this work and a Child Performance Licence would be required.

More information can be found by visiting the Council website at <https://www.bracknell-forest.gov.uk/schools-and-learning/extra-curricular-activities/child-employment>

or contacting: Child.Employment@bracknell-forest.gov.uk

Kind Regards
Helen Rider
Child Employment Officer
01344 464 714

Types of work permitted

Paper round Shop Work Office Work Cafes & Restaurants (not in the Kitchen) Cleaning Light Agricultural or gardening work (no Machinery to be used)	Work in a Hairdressers (not using chemicals) Light work in a Riding Stables Coaching & tuition assistant Wash cars by Hand Party Hosts
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Types of work NOT permitted

Sell, deliver or serve alcohol Deliver milk Work in a commercial kitchen Collect money or sell door to door Use chemicals Collect & Sort Refuse Work in Butchers Shops preparing Meat Undertake the personal care of residents in an old people's home or similar Work on market stalls	Telephone Sales Work more than 3 meters above ground i.e.: Climbing ladders etc. Work in a cinema, night club, Pub, Bar, Off Licence, Betting shop or similar Attendant or assistant in a fairground or amusement arcade Undertake any work which involves the use of Machinery Deliver fuel Undertake any Factory work
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Hours of Work

TERM TIME	
All Ages Max 2 hours on a school day (maximum of one hour before the commencement of school)	
All Ages Max 2 hours on Sunday	
13 to 14 yrs: Max 5 Hours on Saturday	15 to 16 yrs: Max 8 Hours on a Saturday
All Ages Total of 12 Hours per week	
All Ages Not before 7am or after 7pm	

SCHOOL HOLIDAYS	
All Ages Max 2 hours on Sunday	
13 to 14 yrs: Max 5 Hours per day Mon - Sat	15 to 16 yrs: Max 8 Hours per day Mon - Sat
Total of 25 hours per week	Total of 35 hours per week
All Ages Not before 7am or after 7pm	