

Important things to remember!

Contacts

Attendance Support Team

- Your employer is responsible for your health, safety and welfare when you are working.
- Your employer must provide protective clothing where necessary.
- These rules apply to jobs in a business, even if you don't get paid and even if you are working for the business of your parent/carer.
- The rules do not apply to jobs such as babysitting work, work you do for neighbours where there is no commercial business involved.
- If you are already working and feel that your employer is not employing you in accordance with the law, or that you are being unfairly treated, then speak to your parents and ask them to contact the Child Employment Officer on 01952 385223.

Remember – be careful and sensible yourself!

Licences
It is the employer's legal responsibility to register a young person with the Local Authority, telling them where the young person works and what hours they are working.

An application form will require the parent/carers signature and declaration of their child's fitness to work.
A child cannot work without their parent/carers knowledge and consent.

This also applies to parents employing their own children in the family business.

Contact

Application forms for both Telford & Wrekin Council and Shropshire Council are processed jointly at the address below, and will require a parent/carers signature.

For further information and an application form, please contact:

**The Child Employment Officer
The Attendance Support Team
Darby House,
Lawn Central,
Telford TF3 4JA**

Telephone: 01952 385223

Child Employment
There are some important
things you need to know...



How old do I have to be to work?

The minimum age to start work is 13

Did you know?

What jobs are illegal?

What jobs can I do?

You can do any light work including:

- Shopwork
- Agricultural/horticultural
- Paper delivery
- Office (not on an industrial premise)
- Hairdressing
- Hand car washing on a private residential drive
- Café or restaurant
- Riding stables
- Domestic work in an office
- Hotel or other establishment offering accommodation.

When can I work?

School Days:

A maximum of 2 hours a day (never during school hours)
Not before 7am and not after 7pm
Maximum 12 hours a week during term time

Saturdays and School Holidays:

5 hours a day (max. 25 hours a week if you are 13 or 14);
8 hours a day (max. 35 hours a week if you are 15 or 16);
Not before 7am and not after 7pm

Sundays:

A maximum of 2 hours a day
Not before 7am and not after 7pm

Remember!

- You cannot work if you are under 13
- It is illegal to work without a work permit, you will not be insured
- Your employer must apply for a work permit within SEVEN days of you starting your job
- You will need a work permit until you have finished your compulsory education (the last Friday in June of Year 11)
- You cannot start full time work until you have finished your compulsory education and officially left school

You can be stopped from working if:

- You do not attend school
- You are late for school
- Your school work suffers
- Your health suffers

We will write to your employer and parents to advise them that you can no longer work

Places you cannot work are:

- In a pub or club
- In an amusement arcade or fairground
- In a warehouse or a factory
- In a slaughterhouse or butcher shop
- In a commercial kitchen (i.e. chip shop, takeaway)
- On a street
- In a theatre, cinema, disco, dance hall or nightclub

Jobs you cannot do:

- Sell or deliver alcohol
- Sell on a street
- Sell cigarettes and medicines
- Sell lottery tickets and scratch cards
- Sell or supply age restricted goods, such as fireworks, videos, knives or solvents
- Collect or sort refuse
- Deliver milk
- Deliver fuel goods
- Be involved in gambling
- Telephone sales
- Door to door sales work
- Work using dangerous machinery
- Involvement in exposure to adult material
- Any job which may cause you harm or injury (e.g. exposure to harmful agents; working above 3 metres from ground level)