



If I have received my National Insurance card when can I start full time employment?

You can only start work full time when you have officially left school. A child is compulsory school age until the last Friday in June of the school year (September to August) in which a child reaches the age of 16.

Can a young person be stopped from working?

Yes! Your employer will be advised to end your employment if:

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

Important points to keep in mind

When you are working your employer is responsible for your health, safety and welfare eg making sure you are insured, providing protective clothing where necessary.

Employment

A child of compulsory school age who assists in a trade or occupation, which is carried out for profit whether the young person receives pay or reward for that employment will be considered as employed.

**A young person is able to work part time from 13 years old.**

**No child under the age of 13 years old is able to be employed.**

The information in this leaflet are the accepted rules of Child Employment. If you want any further information about part-time work please contact:

**Rebecca Taylor**

Child Employment and  
Entertainment Licensing Officer

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In partnership with  
Hackney Council's Trading Standards Team

child  
employment

Information leaflet  
for young people  
of school age



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Thousands of young people under the minimum school leaving age have part time jobs, before school, after school hours and at weekends. Properly structured and regulated work can help develop and prepare young people for a full time working life.

If you are a young person working part time between the age of 13 and 16 years old you must request that your employer applies to The Learning Trust for a permit. There is no charge for a work permit.

Employers have the ultimate responsibility to ensure that children of compulsory school are registered with the Local Authority and have a work permit.

### The jobs children can do

- Agricultural or Horticultural work
- Delivery of newspapers, journals and other printed materials
- Shop work including shelf stacking
- Hairdressing Salons
- Office Work
- Car washing by hand in a private or residential area
- In a café or restaurant
- In riding stables
- Domestic work in hotels and other establishments offering accommodation

### The jobs children cannot do

- Work in a cinema, theatre, disco, dance hall or night club
- Sell or deliver alcohol, except in sealed containers
- Sell tobacco or tobacco products
- Deliver milk
- Deliver fuel
- Work in a commercial kitchen
- Collect or sort refuse
- Work in employment involving harmful exposure to physical, biological or chemical agents
- Work involving adult material or in situations unsuitable for children
- Work in telephone sales
- Collect money or to sell/door to door
- Work in any slaughter house or butchers shop
- Work as an attendant or assistant in a fairground or amusement arcade or in any place used for the purpose of public amusement by automatic machines, games of chance or skill
- Work in the personal care of residents of any care home or nursing home unless under the strict supervision of an adult
- Sell medicines

### The hours a young person is able to work

#### Between the ages of 13 and 14 years

- In a school day one hour before school and up to two hours after school. Children must not work more than two hours on any school day within restricted hours of 7am and 7pm.
- Saturdays a maximum of 5 hours
- Sundays a maximum of 2 hours
- School holidays 5 hours each day, a maximum of 25 hours each week

#### Between the ages of 15 and 16 years

- In a school day not more than two hours a day outside school hours, between the hours of 7am and 7pm
- Saturdays 8 hours each day
- Sundays 2 hours each day
- School Holidays maximum of 8 hours each day, maximum of 35 hours in a week within restricted hours of 7am and 7pm

#### Why is it necessary to register for work?

It is the law. If you do not register you will not be insured.

#### Are there any set rates of pay?

Your employer will give you the rate of pay. You could talk to a responsible adult to see if your pay is realistic.

#### How do I apply?

An application form can be obtained from the Education Attendance Service at The Learning Trust (1 Reading Lane, London E8 1GQ), your school or the prospective employer. A work permit will be issued and sent to the employer once the application has been approved.