

**ARE YOU AGE 13-16
AND WORKING OR
THINKING OF
GETTING A PART
TIME JOB?**



**Information leaflet on
child employment
for young people of
school age.**

Do you want a part-time job?

Many children work part-time doing paper rounds or Saturday jobs. It can be good preparation for the future and a helpful source of extra money. If you are thinking of getting a part-time job please read this leaflet first.

How old do I have to be to start work?

You are not allowed to work under the age of 13.

What counts as a job?

All young people who work or help in a trade or occupation which is carried out for profit are considered to be employed, even when they receive no payment for that assistance. This includes helping parents with a family business.



Do I need a work permit?

YES. If you are aged 13 to 16 and still of statutory school age (until the last day of June in Year 11 of your secondary education) your employer must, by law, apply for a work permit from Tower Hamlets Local Authority. Without a work permit you will not be insured against accidents.

WORK PERMITS ARE FREE.

What type of jobs can I do?

- Light agricultural and horticultural work.
- Shop work including shelf stacking.
- Delivering newspapers, journals and other printed materials (but not to collect money).
- Working in a hairdresser's doing shampooing and sweeping up.
- Serving at the table in a café/restaurant (but not in a kitchen).
- Office work.
- Car washing by hand in a private residential setting.
- Working in riding stables
- Domestic work in hotels

What jobs can't I do?

- Work in a cinema, theatre, discotheque, dance hall or night club, except if the child is performing and is licensed to do so.
- Work in a factory or industrial undertaking.
- Sell or deliver alcohol (except in sealed containers and under the supervision of a responsible adult).
- Delivering milk.
- Delivering fuel oils
- In any commercial kitchen such as a café, pub, hotel or fish and chip shop.
- Collecting or sorting refuse
- In any work that is more than three metres above ground or floor level.
- In employment involving harmful exposure to physical, biological or chemical agents.
- Collecting money or selling or canvassing door to door.
- In work involving exposure to adult material or in situations which are for this reason otherwise unsuitable for children.
- In telephone sales.

- In any slaughterhouse or in that part of a butcher's shop or any other premises connected with the killing of livestock, butchery or the preparation of carcasses or meat for sale.
- As an attendant or assistant in a fairground or amusement arcade (where gambling takes place).
- In the personal care of residents in any residential care home or nursing home.

Street Trading

In Tower Hamlets young people aged 14 and above can work with their parents in a market if they have a work permit.

What Hours can I work?

Children may work for maximum of 12 hours in any week during term time



AT AGE 13 AND 14

School days

- Only 2 hours in 1 day.
- Only 1 hour between 7am and the start of school.
- Not after 7pm.

Saturdays

- 5 Hours between 7am and 7pm.

Sundays

- 2 hours between 7am and 7pm.

School holidays

- Up to a maximum of 5 hours per day Monday to Saturday between 7am and 7pm (but only 2 hours on Sunday).
- Up to a maximum 25 hours a week.
- You must have a break from work of 2 consecutive weeks during the year taken during school holidays.
- You must have a rest break of one hour every 4 hours.

AT AGE 15 AND 16

School days

- Only 2 hours in 1 day.
- Only 1 hour between 7am and the start of school.
- Not after 7pm.

Saturdays

- 8 Hours between 7am and 7pm.

Sundays

- 2 hours between 7am and 7pm.

School holidays

- Up to a maximum of 8 hours per day Monday to Saturday between 7am and 7pm (but only 2 hours on Sunday).
- Up to a maximum 35 hours a week.
- You must have a break from work of 2 consecutive weeks during the year taken during school holidays.

You must have a rest break of one hour every 4 hour.

We want you to be safe.

So please remember:

1. Your employer must apply for work permit during the first week that you work.
2. Your employer is responsible for your health, safety and welfare and should complete a risk assessment with you.
3. Your employer has a responsibility to provide any protective clothing needed.
4. It is your responsibility to follow all Health and Safety instructions and to be sensible and careful in the work place.
5. Talk to your parents about the work and the pay.
6. Do not do any job that could cause you harm or injury.

Can I be stopped from working?

Yes, for the following reasons

- If you do not have a work permit
- If you are illegally employed in a job you are not allowed to do
- If you are not attending school regularly.
- If you are continually late for school.
- If your school work suffers.
- If your health suffers and you are too tired to learn.

Would you like to know more?

You can obtain work permit application form and further information and advice from this address.

Child Employment officer

Pupil Services

Second Floor

Mulberry Place

Clove Crescent

London E14 2BG

Tel: 020 7364 4306

Fax: 020 7364 4311

Website: www.towerhamlets.gov.uk

(Go to A-Z, choose C for child employment)