**GUIDANCE ON THE PART TIME EMPLOYMENT OF CHILDREN FOR LOCAL AUTHORITIES, SCHOOL’S, EMPLOYERS, PARENTS AND CHILDREN LOOKING TO WORK PART TIME.**

To keep children protected whilst in part time work, there are strict rules and regulations in place to ensure their health and education do not suffer as a result. This applies to all children of compulsory school age regardless of whether their school is open/closed (i.e schools closures caused by Coronavirus/Covid-19, half-term, summer holidays etc).

***Law and regulations that underpin Child Employment:***

Children & Young Persons Act 1933 S.18

As amended by Children & Young Persons Act 1963,

Education Act 1996

The Children (Protection at Work Regulations 1998

Local Authority Child Employment Byelaws

The Children (Protection at Work Regulations) Regulations 2000

Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020 and associated guidance

***Useful link:***

[https://gov.wales/child-employment-coronavirus](https://gbr01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fgov.wales%2Fchild-employment-coronavirus&data=04%7C01%7Ckmcdermott%40valeofglamorgan.gov.uk%7C4fcbe0ba37e34a6ffb0f08d8d8e3b7a1%7Ce399d3bb38ed469691cf79851dbf55ec%7C0%7C0%7C637497819842352761%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=efxbWG5m%2FSZpUYwDRQh5Gq5M8kGZdFkf6Nc%2FMTAGXrU%3D&reserved=0)

**EVERY CHILD OF SCHOOL AGE WHO HAS A PART-TIME JOB MUST**

**BE REGISTERED WITH THE LOCAL AUTHORITY AND HAVE A WORK PERMIT.**

For year 11 learners the end of the school year is not until the last Friday in June.

* Permits are only possible for children who aged **13** and are required until they reach compulsory school leaving age.
* Until a child has reached school leaving age they may only be employed to undertake ‘light work” and many forms of employment are prohibited. **See appendix 1**
* Working hours permitted are restricted especially during term time, and work **cannot** take place during the school day. **See appendix 2**

Even if a child is 16 and has a national insurance number, they must have a work permit until they reach compulsory school leaving age, which again is the last Friday in June as long as they will be 16 by the end of that year’s summer holidays.

This applies throughout the Covid-19 period of any school closures since it is still a requirement that all children of school age receive a full time education.

**Employers Risk Assessment**

Any applications at this period need to have a Covid-19 risk assessment as well as any risk assessment specific to the work the child will be doing, detailing measures in place to mitigate any risks to the child.

**Offences**

If a child is employed in contravention the law, the employer commits an offence and penalties can apply. In addition the child will not be covered by the employer’s liability insurance.

**How to apply for a work permit**

The employer should apply for a work permit to the Local Authority where the employment takes place.

The Local authority officer will assess child employment permit applications on a case by case basis with priority given to the measures in place for the safeguarding of children’s health and wellbeing by the employer; and that employment would not be taking place during what would be regarded as the school day. Although the Act applies overall, each Local Authority has additional Child Employment byelaws that regulate the licensing of child employment and queries are encouraged via the email links for each Local Authority, who will be able to offer advice and guidance on

any potential or actual applications at all stages.

**Appendix 1**

**Prohibited employment for all children of compulsory school age**

No child of any age may be employed

* On any day that he or she is absent from school by reason of ill-health
* In cinema, theatre, discotheque, dance hall or night club, except in connection with a performance given entirely by children.
* To sell or serve alcohol, except in sealed containers
* To deliver milk
* To deliver fuel oils
* In a commercial kitchen
* To collect or sort refuse
* In any work which is more than three meters above ground level or, in the case of internal work, more than three meters above floor level.
* In employment involving harmful exposure to physical, biological or chemical agents.
* To collect payment or to sell or canvas door to door.
* In work involving exposure to adult materials or in situations which are for this reason unsuitable for children
* In telephone sales
* In slaughterhouse or in that part of any butcher’s shop or other premises connected with the killing of livestock, butchery, or preparation of carcasses or meat for sale.
* As an attendant or assistant in a fairground or amusements arcade or in any other premises used for the purpose of public amusement by means of automatic machines, games of chance or skills or similar devices.
* In personal care of residents of any residential care home or nursing home.

**Permitted employment of children aged 14 or over**

A child aged 14 or over may be employed only in light work

**Permitted employment of children aged 13**

A child aged 13 may **not** be employed except in light work in one or more of the following specified categories:

* Agricultural or horticultural
* Delivery of newspapers, journals and other printed materials
* Shop work, including Shelf-Stacking
* Hairdressing Salons
* Office work
* In Café or restaurant
* In riding Stables and boarding Kennels/Cattery

**Appendix 2**

**PERMITTED HOURS OF EMPLOYMENT**

**Employment may only take place between 7am and 7pm**

**ALL AGES**

Mondays to Saturdays – not before 7am or after 7pm

Sundays – 2 hours only - not before 7am or after 11am

**TERM TIME**

School days – 1 hour before school and 1 hour after school **or** 2 hours after school

**SATURDAYS AND SCHOOL HOLIDAYS**

**13-14 YEARS**

Saturdays and other school holidays – 5 hours maximum daily

Not more than 25 hours per week.

**15 YEARS PLUS**

Saturdays and other school holidays – 8 hours maximum daily

Not more than 35 hours per week

**No child shall be employed for more than 4 without at least a 1 hour break of rest and recreation**

**Every child must have at least 2 weeks’ consecutive holiday per year**

**MAXIMUM 0F 12 HOURS WORK IN ANY ONE WEEK DURING TERM TIME**