

Checklist

If you want to work whilst at school and are age 13 - 16

- Do you have your parents' permission to work?
- Are you the correct age to work?
- Are you allowed to do that type of work?
- Are the proposed hours permitted?
- Has your employer told you about the work you will do?
- Have they identified any risks to you? If YES - have they told you and your parents how they are going to reduce the risks?
- Will you be using any tools or equipment? If YES - has the employer told you about any training you will get to use the tools or equipment
- Will any protective clothing be provided?
- Have you agreed the wage you will be paid? There are no minimum or maximum set rates as you are still at school. If you are concerned please chat with an adult.

If you are unsure about whether the work or hours is permitted please ring the helpline - 0300 123 4043

Applying for a Work Permit

Your employer needs to apply for a Work Permit to Hertfordshire County Council if your work will be in Hertfordshire.

Your parent/guardian will need to agree to you working and sign the form.

We may check with your school that they are OK with you working.

Your work permit can be withdrawn if your work results in you being late for school; your school work suffers or your health suffers.

Applying for Children's Performance Licence

If you intend to be involved in film, modelling, photographic, theatre or radio work then you may need a Children's Performance Licence.

Further information and application forms can be downloaded from:
www.hertsdirect.org/services/edlearn/schlfe/employ/

or requested from **Children's Services helpline: 0300 123 4043**

or scan



School Age Employment & Work Permits



Information for young people up to the end of year 11 who want to work part-time whilst still at school or being home educated.

Why is there employment law?

The law is there to protect you at work, so you are safe and can benefit from your education.

What hours can you work?

Age 13 and 14 years

Only between 7.00am to 7.00pm

School day	Maximum 2 hours in a day outside school hours, but only one hour before school. Maximum 12 hours per week.
Saturday	5 hours
Sunday	2 hours
School holidays	5 hours per day Maximum 25 hours per week.

Age 15 and 16 years

Only between 7.00am to 7.00pm

School day	Maximum 2 hours in a day outside school hours, but only one hour before school. Maximum 12 hours per week.
Saturday	8 hours
Sunday	2 hours
School holidays	8 hours per day Maximum 35 hours per week.

Holidays and breaks

You must have at least two consecutive weeks free from work each year. You must have 1 hours rest break after 4 hours work.

Work you can do at age 13?

At age 13 you may only be employed in light work in one of the following:

- Agriculture or horticulture work, only under the supervision of your parent or guardian
- Delivery of newspapers - but not to collect money
- Shop work, including shelf stacking
- Work in a Hairdressing salon
- Car washing by hand in a private residential setting
- Office work
- In a café or restaurant on waiting or serving duties - not in kitchens
- In a riding stables
- Domestic work in hotels and other establishments offering accommodation

When you are aged 14 - 16 you can do any of the above and other light work, apart from "Work you can't do"

You do not need a work permit to do babysitting or volunteering under the Duke of Edinburgh's Award scheme.

Work you can't do

- ✗ in a cinema, theatre, disco, dancehall or club
- ✗ to sell or deliver alcohol, except in sealed containers
- ✗ to deliver milk
- ✗ to deliver fuel oils
- ✗ in a commercial kitchen, but washing up in a separate area or waiting duties away from the kitchen are permitted
- ✗ to collect or sort refuse
- ✗ in any work three metres above the ground, inside or outside
- ✗ in employment involving harmful exposure to physical, biological or chemical agents
- ✗ in work involving exposure to adult material or in situations unsuitable for children
- ✗ in telephone sales
- ✗ in any slaughterhouse or butchers shop
- ✗ as an attendant or assistant in a fairground or amusement arcade or any premises with automatic machines of chance or skill
- ✗ in the personal care of residents of any residential care home or nursing home