

### How to obtain a work permit:

- ◆ Application forms may be obtained from the website:  
[www.southend.gov.uk](http://www.southend.gov.uk)
- ◆ The form must include hours and days and the nature of employment
- ◆ The child's parents/carers and the child's headteacher/education provider must sign the form
- ◆ The form must be returned to Southend Borough Council
- ◆ A copy of the permit will be sent to both the employer and employee.

### Can a work permit be withdrawn?

Yes. The Local Authority may at any time revoke a child's employment permit if it has reasonable grounds to believe:

- ◆ That the child is being unlawfully employed; or
- ◆ That the child's health, welfare or ability to take advantage of their education is suffering or likely to suffer as a result of the employment.

### Points to remember:

- ◆ Unless you have a work permit you will not be covered by your employers liability insurance.
- ◆ The regulations also apply if you are working in the family business.

- ◆ If you have more than one employer or more than one job, you will need a separate work permit for each
- ◆ You need a work permit until you finish Year 11, even if you are 16 and have a National Insurance Number.
- ◆ If you make any changes to your job e.g. changes to the hours, you will need to apply for a new work permit.

### Would you like to know more?

Please contact:

Early Help and Family Support  
Southend-on-Sea Borough Council  
Civic Centre  
Victoria Avenue  
Southend-on-Sea  
Essex SS2 6ER

Tel: 01702 212501 or 01702 212502

Email:  
[childemploymentandlicensing@southend.gov.uk](mailto:childemploymentandlicensing@southend.gov.uk)

You can also obtain information from the Southend-on-Sea Borough Council website.

[www.southend.gov.uk](http://www.southend.gov.uk)



Southend-on-Sea  
Borough Council

# A GUIDE TO CHILD EMPLOYMENT

*July 2016*

[www.southend.gov.uk](http://www.southend.gov.uk)

## Introduction

Child employment is governed by national laws and regulations and by Southend-on-Sea Borough Council's own byelaws which ensure that children who want to work can do so legally and safely.

### Children of compulsory school-age<sup>1</sup> may only work if they:

- ◆ are over 13 years of age;
- ◆ have a work permit issued by the Local Authority.

### At 13 years children may only do light work in the following occupations:

- ◆ Agricultural or horticultural work;
- ◆ Deliver of newspapers, journals and other printed material;
- ◆ Shop work, including shelf stacking
- ◆ Hairdressing;
- ◆ Office work;
- ◆ Car washing by hand in private residential setting;
- ◆ In a café or restaurant but not in the kitchen;
- ◆ In riding stables;
- ◆ Domestic work in hotels and other establishments offering accommodation;

<sup>1</sup> Children reaching 16 years of age between 1st September and 31st August remain if compulsory school age until the last Friday in June.

### Children are not allowed to work:

- ◆ In any factory or industrial undertaking;
- ◆ In a cinema, theatre, discotheque, dance hall or night club, except where the performance is given entirely by children;
- ◆ Selling or delivering alcohol, except in sealed containers;
- ◆ Delivering milk or delivering fuel oils;
- ◆ In a commercial kitchen
- ◆ Collecting or sorting refuse;
- ◆ In any work which is more than three metres above ground or floor level;
- ◆ In any work involving harmful exposure to physical, biological or chemical agents;
- ◆ Collecting money or selling or canvassing door to door except under the supervision of an adult;
- ◆ In any work involving exposure to adult material or in situations which are for this reason unsuitable for children;
- ◆ In telephone sales;
- ◆ In any slaughterhouse or butcher's shop;
- ◆ As an attendant or assistant in a fairground or amusement arcade or any other similar premises;
- ◆ In the personal care of residents of a residential care home or nursing home;
- ◆ In street trading.

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Work experience organised by school **do not** require a work permit.

### Hours children are allowed to work:

- ◆ A maximum of 12 hours in any week during term time
- ◆ Only between 7am and 7pm
- ◆ Only 2 hours in a school day
- ◆ Only 1 hour before school
- ◆ Only 2 hours on a Sunday
- ◆ They must have 2 consecutive weeks free from work during the year
- ◆ They must have a rest break of 1 hours for every 4 hours worked.

#### At 13 and 14 Years

##### Saturdays

- ◆ 5 hours between 7am and 7pm.

##### School holidays

- ◆ Maximum 5 hours a day
- ◆ Maximum 25 hours per week.

#### At 15 and 16 Years

##### Saturdays

- ◆ 8 hours between 7am and 7pm.

##### School holidays

- ◆ Maximum of 8 hours a day
- ◆ Maximum of 35 hours per week.

### Can a child be employed without a work permit?

No. Employing a child of compulsory school-age without a work permit is illegal. Any employer found to be doing so may be liable to prosecution by the Local Authority. The employer may also be liable to prosecution by the enforcing authority under health and safety law.