

## What the employer must do

When a child is offered a job, the employer must undertake a Risk Assessment for all children which will then be shown to you, the parent/carer. The employer must ensure that all children they employ have a work permit.

Employing any child without a work permit is an offence and an employer may be prosecuted. Employees may also not be covered by the employer's insurance if illegally employed.

## Work Permit Application Forms

*are available from*

**The County Attendance Team**

telephone: **01865 323513**

or on the website at:-

<https://www.oxfordshire.gov.uk/cms/content/employing-children>

The form needs to be completed by the Employer offering the job and you, the parent/carer and returned to The County Attendance Team for processing.

Once the work permit has been completed, it will be sent to the Employer who should get the child to sign it and instruct them to keep it with them whilst working. The Employer then needs to sign the reply slip and return this to the County Attendance Team as confirmation that the work permit has been issued to the child.



## Where can I find help?

### The County Attendance Team

Telephone: **01865 323513**

Email:  
[childperformancelicence@oxfordshire.gov.uk](mailto:childperformancelicence@oxfordshire.gov.uk)

## The County Attendance Team

## Do your school-age children have jobs?



**Make sure they are not employed illegally.**

**There are some important things Parents/Carers should know...**

## When can my child have a job?

Children can work in a regulated job after their 13th birthday, but must have a work permit.

## How many hours can they work?

Ages 13-14		Ages 15-16	
<b>Term Time</b> – Not more than 12 hours a week. <b>School Days</b> – 1 hour before school or up to 2 hours after school, but no more than 2 hours in total on school days.			
<b>Saturdays</b>			
Between 7am and 7pm, but no more than 5 hours a day.		Between 7am and 7pm, but no more than 8 hours a day.	
<b>Sundays</b>			
Between 7am and 7pm, but no more than 2 hours.			
<b>School Holidays</b>			
Between 7am and 7pm but no more than 5 hours a day and 25 hours a week.		Between 7am and 7pm but no more than 8 hours a day and 35 hours a week.	

On any day the child must not work more than 4 hours without a 1 hour break. They must have **2 weeks** free from work during the school year.

## What kind of jobs can they do?

They can do many jobs so long as they are 'light duties' only. Those included are:

- working in a shop
- delivering newspapers
- working in hairdressing salons
- working in an office
- working with animals
- light cleaning jobs

## What kind of jobs can they not do?

Some jobs are illegal for all children and they cannot do any of the following jobs:

- work in a pub (except washing up or serving food)
- work in factories or any industrial undertaking
- work in a commercial kitchen cooking or food preparation (Chip Shop, takeaway or restaurant)
- collecting money door-to-door
- work more than 3 metres above the ground

There are other prohibited jobs and children must not be employed at any time during the normal school day.



These rules apply to jobs in a business, even if the child is not paid. This includes working in a parents' business. The rules do not apply to jobs like babysitting or dog walking or anything else for family or friends where the child is self employed.

**These rules apply until the last Friday in June of Year 11, they don't finish as soon as they are 16.**