

JOBS MUST BE NOTIFIED TO THE COUNCIL

Employment includes assistance in any trade or occupation which is carried out for profit, whether or not payment is received for that assistance.

It is the **employer's responsibility** to notify the child's employment to the Authority within one week of employing a child.

This notification is to include a statement of the child's fitness for work, and of approval for the child to be employed, completed by the child's parent; as well as:-

- the employer's own name and address;
- the name, address and date of birth of the child;
- the hours and days on which the child is to be employed, the occupation in which the child is to be employed, details of the task involved and, if different from the employer's address, the place of employment;
- details of the school at which the child is a registered pupil;
- a statement to the effect that an appropriate risk assessment has been carried out by the employer; and
- 2 recent passport type photos of the child signed on the back by the child and the employer.



On receipt of the above notification, where the authority is satisfied that:

- a) the proposed employment is lawful;
- b) the child's health, welfare or ability to take full advantage of his/her education would not be jeopardised; and
- c) the child is fit to undertake the work for which he/she is to be employed;

it will issue the child with an employment permit which the employer must keep securely at the place of employment and produce for inspection when required to do so by an authorised officer of the authority, or a police officer, and it will issue to the child an identification photo card which will contain the child's name and photograph and date of issue.

Before issuing an employment permit, the authority may require a child to have a medical examination.

An employment permit will state:

- a) the name, address and date of birth of the child;
- b) the hours and days on which the child is to be employed, the occupation in which the child is to be employed, details of the task involved and the place of employment;
- c) that the child must not work for more than 12 hours in any week in which he/she is required to attend school.

A child may be employed only in accordance with details shown on an employment permit issued by the authority.

For more information contact:
**The Team Leader for Attendance
in the authority's Children and
Schools Directorate:**

☎ 01437 764551



Pembrokeshire County Council
Cyngor Sir Penfro



Pembrokeshire Pupil Support Service



Information for parents of children in employment

Pembrokeshire County Council
("the authority")

Children & Schools Directorate
County Hall, Haverfordwest,
Pembrokeshire, SA61 1TP

☎ 01437 764551

www.pembrokeshire.gov.uk

PLEASE REMEMBER

Often schoolwork is very demanding so please make certain that your child is able to maintain their studies if they have a job. Employment should not hinder your child's progress in school.

SATISFY YOURSELF

- The job is safe;
- Your child is fit to work;
- You have provided confirmation of your approval for your child to be employed;
- Raised any concerns with the Pupil Support Officer in your child's school.

PLEASE NOTE:

- Children must be **13 years old** to be able to work. A child aged 14 or over may be employed only in light work. A child aged 13 may not be employed except in light work in one or more of certain specified categories.
- No child can be employed for more than 2 hours on a school day and definitely **NOT** during school hours (1 hour before and 1 hour after school hours; or 2 hours after school hours).
- No child can be employed for more than 12 hours in any week in which he/she is required to attend school
- No child can work before **7:00 a.m.** or after **7:00 p.m.**
- No child can work on Sundays for more than 2 hours.
- On Saturdays and in school holidays on any day which is not a Sunday, under 15 year olds can work a maximum of **5** hours per day and children aged 15 or over can work a maximum of **8** hours per day.



- In any week in which a child is not required to attend school, children under 15 years old cannot work for more than **25** hours per week, and children aged 15 or over can work a maximum of **35** hours per week.
- No child may work for more than 4 hours in any day without a rest break of one hour.
- A child in employment must have at least two consecutive weeks without employment during school holidays.
- There are some jobs children of compulsory school age are not allowed to do, please see Pembrokeshire County Council's byelaws which include stating the following:

No child of any age may be employed:-

- a) in a cinema, theatre, discotheque, dance hall or night club, except in connection with a performance given entirely by children;
- b) to sell or deliver alcohol, except in sealed containers;
- c) to deliver milk;
- d) to deliver fuel oils;
- e) in a commercial kitchen;
- f) to collect or sort refuse;
- g) in any work which is more than 3 metres above ground level or, in the case of internal work, more than 3 metres above floor level;
- h) in employment involving harmful exposure to physical, biological or chemical agents;
- i) to collect money or to sell or canvass door to door, except under the supervision of an adult;
- j) in work involving exposure to adult material or in situations which are for this reason otherwise unsuitable for children;
- k) in telephone sales;
- l) in any slaughterhouse or in that part of any butcher's shop or other premises connected with the killing of livestock, butchery, or the preparation of carcasses or meat for sale;
- m) as an attendant or assistant in a fairground or amusement arcade or in any other premises used for the purpose of public amusement by means of automatic machines, games of chance or skill or similar devices;
- n) in the personal care of residents of any residential care home or nursing home unless under the supervision of a responsible adult.