

HOURS OF WORK

Ages 13 & 14

Term Time

Maximum of 2 hours on any school day

- between 7-8:30am (for an hour) or
- 2 hours between end of school and 7pm (1 hour if worked in morning).

Saturdays & School Holidays

Maximum of 25 hours a week when not required to attend school.

Between 7am and 7pm a maximum of 5 hours a day.

Sundays

Between 7am and 7pm a maximum of 2 hours.

Ages 15 & 16

Term Time

Maximum of 2 hours on any school day

- between 7-8:30 am (for an hour) or
- 2 hours between end of school and 7pm (1 hour if worked in morning).

Saturdays & School Holidays

Maximum of 35 hours a week when not required to attend school.

Between 7am and 7pm a maximum of 8 hours a day.

Sundays

Between 7am and 7pm a maximum of 2 hours.

STATUTORY REQUIREMENTS

REST BREAKS

Break of 1 hour where more than 4 hours are worked in a day

SCHOOL HOLIDAY EMPLOYMENT

There must be at least 2 consecutive weeks without employment.

Royal Borough of Kingston

CHILD EMPLOYMENT

A GUIDE FOR Employers

If you employ children or are considering employing children this leaflet is for you



The Royal Borough of Kingston
Education Welfare Services, Guildhall 1
Kingston-upon-Thames Surrey KT1 1EU

The information in this leaflet is for general guidance only.

If your organisation would like more information please contact :

THE EDUCATION WELFARE SERVICE

Guildhall 1

Kingston-upon-Thames Surrey KT1 1EU

Tel : 020 8547 5262

Other leaflets available on child employment :

A Guide for Parents or Guardians

CHILD EMPLOYMENT

Children & Young Persons Act 1933 to 1963
Education Acts 1944 to 1996
Children Act 1989
Children (Protection at Work) Regulations 1998
Kingston Council Byelaws 1998

Child employment also falls within a large variety of other Acts and Regulations including Health and Safety (Young Person's) Regulations 1997.

A child is employed if he/she assists in a trade or occupation which is carried out for profit whether or not the child receives pay or reward for this employment.

REGULATIONS OF EMPLOYMENT

- ❖ No child under the age of 13 may be employed (with the exception of certain light agricultural or horticultural duties for a parent or guardian).
- ❖ Children may only do light work and there are certain jobs which they are not allowed to do (see application form).
- ❖ There are different working hours allowed for children under 15 and over 15.
- ❖ Specific rest periods are required.
- ❖ An appropriate risk assessment is required.
- ❖ A child whose 16th birthday falls between the school year 1st September and 31st August (both dates inclusive) is in their final year of statutory education and remains of compulsory school age until the last Friday in June of that year. **National Insurance Numbers are not valid until this date.**
- ❖ Children of compulsory school age can only be employed in Kingston if they have been issued with an Employment Permit from Kingston Council.
- ❖ This permit can be refused or taken away if the employment is considered to be harmful to the education, health or physical development of the child.

APPLYING FOR AN EMPLOYMENT PERMIT

Employers in Kingston are responsible for obtaining an Employment Permit from Royal Borough of Kingston for each child employed regardless of where the child lives.

The application forms for an Employment Permit are available from :

THE EDUCATION WELFARE SERVICE

Guildhall 1
Kingston-upon-Thames
Surrey KT1 1EU

Tel. 020 8547 5262
Fax 020 8547 5245

NB *The Association of British Insurers have stated that, unless a child is registered with their Local Authority, they will not be included under the employer's liability insurance.*

Once you have completed your part of the application for Employment Permit form and have ensured that the parent/guardian's part is also completed it should be returned to The Education Welfare Service, Guildhall 2, Kingston-upon-Thames.

The Education Department will process the application and send you a copy of the child's Employment Permit authorisation. The child will be sent an Employment Permit direct.

Employment Permits are specific to :

**EMPLOYER
CHILD
LOCATION
OCCUPATION &
HOURS OF EMPLOYMENT**

If any of these details changes, a new card has to be issued.