

What your employer must do

When you get a job, your employer must ensure you get a work permit. They must also complete a Risk Assessment, giving a copy to your parent/carer.

Employing you without a work permit is illegal and your employer maybe prosecuted. You may also not be covered by the employer's insurance if you are illegally employed.

How to get Work Permit Application forms:

- Visit our website at: www.norfolk.gov.uk/children-and-families/children-in-employment-and-entertainment
- Email: childemployment@norfolk.gov.uk
- Telephone: 01603 307747

The form needs to be completed by the Employer offering you the job and your parent/carer and returned to us for processing. To ensure working is right for you now, we may also check with your school that they have no concerns about work negatively impacting on your education.

A copy will be sent to both yourself and your employer and should be kept safely.



Where can I find help?

Norfolk County Council
 Children's Services
 EQAIS
 Child Employment Team
Website: www.norfolk.gov.uk
Email: childemployment@norfolk.gov.uk
Telephone: 01603 307747

Leaflet one (student) of three in the series.



If you would like this leaflet in large print, audio, Braille, alternative format or in a different language please contact
 Tel: 0344 800 8001
 Email: childemployment@norfolk.gov.uk

Education Quality Assurance and Intervention Service (EQIAS)

Have you got a part time job?



Make sure you are not employed illegally.

There are some important things you should know...



When can I get a job?

You can work in a job after your 13th birthday but you must have a work permit.

How many hours can I work?

Ages 13-14	Ages 15-16
Term time: Not more than 12 hours a week. School days: One hour before school or up to two hours after school but no more than two hours in total in one day.	
Saturdays	
Between 7am and 7pm but no more than five hours per day.	Between 7am and 7pm but no more than eight hours a day.
Sundays	
Between 7am and 7pm but no more than two hours.	
School Holidays	
Between 7am and 7pm but no more than five hours a day and 25 hours a week.	Between 7am and 7pm but no more than eight hours a day and 35 hours a week.

Please note:

You must not work more than four hours on any day without a one hour break. You must also have two weeks free from work during the school year.

What kind of jobs can I do?

You can do many jobs so long as they are classed as 'light duties'. These include:

- Working in shops including on tills
- Delivering newspapers
- Working in an office
- Serving tables in a café or restaurant
- Carrying out light agricultural or horticultural work.
- Working with animals
- Working in hairdressers

What kind of jobs am I not allowed to do?

Some jobs are illegal for all children to do. These are some of them but there are others:

- Working in a pub, except to wash up or serve food.
- Working in factories or any industrial undertaking.
- Working in a commercial kitchen cooking or preparing food eg chip shop, takeaway or restaurant.
- Collecting money door-to-door
- Working more than three metres above the ground.

Please note:

You cannot work at any time when you should normally be at school.



Important things to remember:

These rules apply to jobs in a business even if you do not get paid, for example:

- If you work as a volunteer as part of your Duke of Edinburgh Award.
- Working for your parent's business

The rules do not apply to Work Experience placements or for jobs like babysitting, dog walking or anything else you may do for family or friends where you are considered self-employed.

Please note:

These rules apply until you reach the minimum school leaving age which is the last Friday in June of Year 11. They do not end when you reach 16.