

What the employer must do

When a child is offered a job, the employer must complete a Risk Assessment for all children and this must be shared with parents/carers. They must ensure all children they employ have a work permit.

Employing a child without a work permit is illegal and employers could be prosecuted and fined £1000. It is important to know that children may also not be covered by the employer's insurance if illegally employed.



Education Quality Assurance and Intervention Service (EQIAS)

Do your children have jobs?



How to get Employment 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 must be completed and signed by the employer and the parent/carer and returned to us for processing. We may also check with the school that they have no concerns about the employment impacting on a child's education.

Once the work permit has been generated, the employer receives a copy A separate copy is sent direct to the child.

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 three (parent/school) 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

Make sure they are not employed illegally.

There are some important things you should know...



When can children have a job?

Children can be employed from the age of 13 and before they reach the minimum school leaving age, which is the last Friday in June of Year 11. They do not finish school as soon as they reach 16.

How many hours can they 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:

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

What kind of jobs can children do?

Children can do many jobs providing 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 they should not do?

Some jobs are illegal for all children to do. These are some of them, although 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 in a fairground, amusement park or where gambling takes place.
- Working more than three metres above the ground.
- Lifting heavy objects



Important things to remember:

These rules apply to jobs in a business even if the child does not get paid and/or works for a relative.

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

Children must not work at any time when they would normally be at school.

It is illegal for children to work without the employer notifying the Local Authority.