

## What the employer must do

You must ensure all children you employ have a work permit. When you offer a job, you must also complete a Risk Assessment, and this must be shared with parents/carers.

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

## How to get Employment Permit application forms:

- Visit our website at: [www.norfolk.gov.uk/children-and-families/children-in-employment-and-entertainment](http://www.norfolk.gov.uk/children-and-families/children-in-employment-and-entertainment)
- Email: [childemployment@norfolk.gov.uk](mailto: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, you will receive a copy and this needs to be kept safely. 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](http://www.norfolk.gov.uk)

**Email:** [childemployment@norfolk.gov.uk](mailto:childemployment@norfolk.gov.uk)

**Telephone:** 01603 307747

Leaflet two (employer) 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](mailto:childemployment@norfolk.gov.uk)

## Education Quality Assurance and Intervention Service (EQIAS)

## Do you employ children?



Make sure you are not employing children illegally.

There are some important things you should know...



**Norfolk County Council**

## When can I employ children?

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 a 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.**