

What do I need to do next?

Look for employment that you are allowed to undertake and your employer will obtain the permit for you. Your employer must notify us within a week of you starting work.

What if my employer does not have a permit application form?

Ask them to contact the address on the back page and we will send them one, or they can download a copy from the Telford & Wrekin Council or Shropshire Council website.

How do I know if my employer has registered me?

You will receive a copy of the permit to keep for yourself.

I have received a National Insurance Number, can I work full-time now?

No, you can only work full-time after you have officially left school (the last Friday in June in the school year you reach your 16th birthday, usually year 11).



Important things to remember!

Your employer is responsible for your health, safety and welfare while you are at work and must provide protective clothing where necessary.

They must also look at any risks which may affect you in your job.

These rules apply to jobs in a business, even if you don't get paid and even if you are working for the business of your parent/carer.

The details in this leaflet are general rules of child employment.

Contact

Application forms for both Telford & Wrekin Council and Shropshire Council are processed jointly at the address below, and will require a parent/carers signature.

For further information and an application form, please contact:

**The Child Employment Officer
Attendance Support Team
Darby House,
Lawn Central,
Telford TF3 4JA**

Telephone: 01952 385223

email: child.employment@telford.gov.uk



Child Employment A Guide for Children



Can I work while still at school?

Yes, as long as you're at least 13 years old.

What jobs can I do?

If you're 13 you can only do light work in the following:

- Agricultural or horticultural work;
- Delivery of newspapers, journals, leaflets (NOT collecting any money);
- Shop work;
- Hairdressing salons;
- Office work (not in an industrial premise);
- Riding stables, kennels or catteries;
- Cafe or restaurant (not in a kitchen).

14, 15, and 16 year olds can do light work in a wider range of jobs.

Are there any jobs I cannot do?

Yes, you cannot sell alcohol, cigarettes or medicine, be involved in gambling, deliver milk, collect money or sell door to door, work using dangerous machinery or chemicals, sort rags or refuse or do any jobs which may cause you harm or injury.

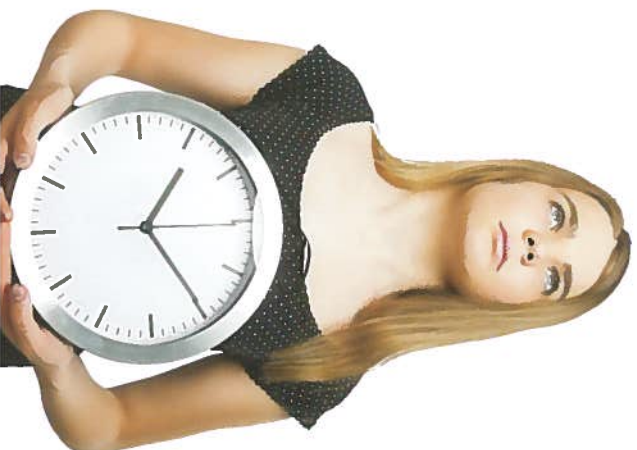
When can I work and how long for?

You must not work before 7am or after 7pm

	13-14 years	15-16 years
School days	2 hours*	2 hours*
*You can only work out of school hours. This may include 1 hour before school.		
You are not allowed to work more than 12 hours a week during term time.		
Saturdays	5 hours	8 hours
Sundays	2 hours	2 hours
School holidays	5 hours	8 hours
	maximum of 25 hrs a week	maximum of 35 hrs a week

All school age children must have at least two consecutive weeks off during school holidays.

When you have worked for 4 continuous hours, you are entitled to 1 hour break.



Are there places I cannot work?

Yes, you cannot work in a pub, club, amusement arcade, fairground, warehouse, factory, slaughter house, commercial kitchen (i.e. chip shop, takeaway), theatre, cinema, disco, dance hall or nightclub, or be involved in street trading.

How much will I get paid?

This depends on the employer, but ask your parents/guardians if they think this is a fair wage.

Do I need permission to work?

Yes, you are not allowed to work without a Work Permit as you must be registered with the Local Authority. Your employer will obtain the permit for you and ask permission from your parents/guardians.

