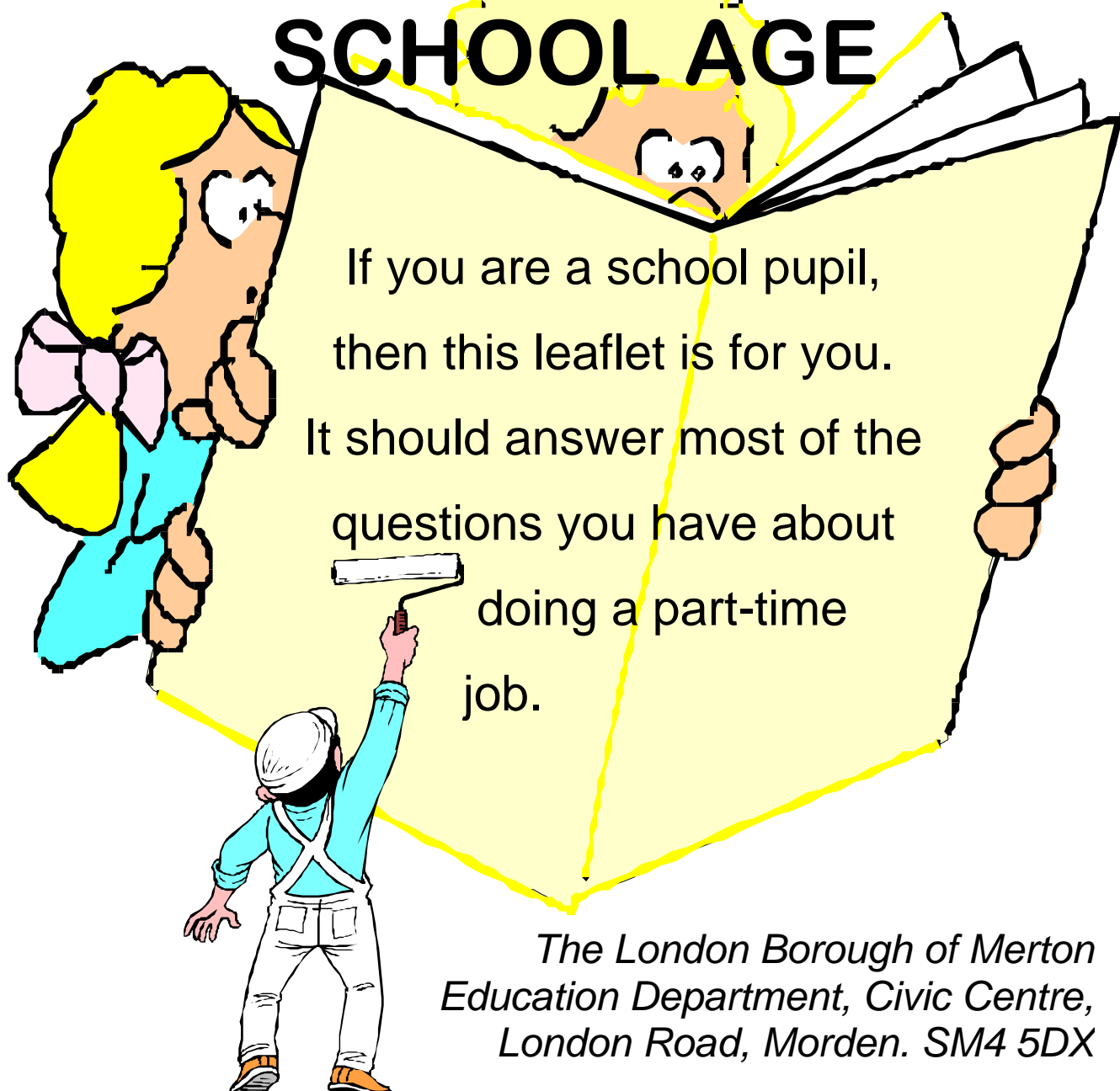

CHILD EMPLOYMENT

A GUIDE FOR CHILDREN OF SCHOOL AGE



*The London Borough of Merton
Education Department, Civic Centre,
London Road, Morden. SM4 5DX*

How old do I have to be to work part-time ?

You have to be 13 years old.



What do I need when I start work ?

You need a Work Permit.

Your employer **must** register you with the Education Department in the **area where you will be working.**

WHY ?



- it is the law;
- you are not insured if not registered;
- to protect you.

How do I get a Work Permit ?

Your employer needs to contact the Education Welfare Service (telephone number and address on back cover) to ask for an application form, **or you could ask for a form at your school office.**

How much should I get paid ?

Your rate of pay is set by your employer. You may want to talk to your parents to ask what they think is a fair wage.

Do I still need a Work Permit if I am doing unpaid or voluntary work ?

Yes, the Law says you are employed if you work for a company which makes a profit, **whether or not** you receive pay or reward for the job you do.



Can I work during school hours ?

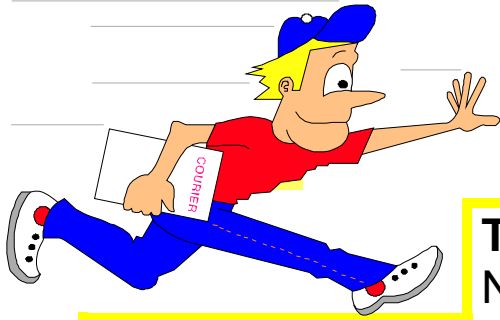
No, unless you are licensed to work in entertainment, for example TV, and even then you can only work a certain number of hours. There are special laws covering Children in Performances (theatres, TV, films, modelling etc) so for more information please telephone **020 – 8545 3794**.



When am I allowed to work ?

You can work after 7 o'clock in the morning and before 7 o'clock in the evening (but only for a certain number of hours).

The table on page 3 explains the number of hours you can work.



HOURS OF WORK

Ages 13 & 14

Term Time

No more than 12 hours a week.

No more than 2 hours on any school day between 7-8am (mornings) or 5-7pm (afternoons).

Saturdays & School Holidays

No more than 25 hours a week.

Between 7am and 7pm, but no more than 5 hours a day.

Sundays Between 7am and 7pm, but no more than 2 hours.

Ages 15 & 16

Term Time

No more than 12 hours a week.

No more than 2 hours on any school day and only between 7-8am (mornings) or 5-7pm (afternoons).

Saturdays & School Holidays

No more than 35 hours a week.

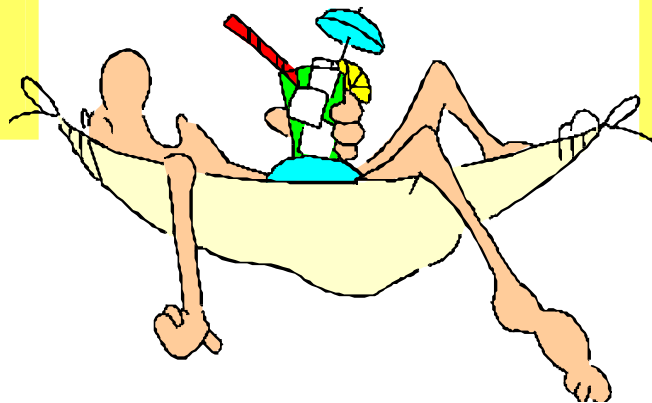
Between 7am and 7pm, but no more than 8 hours a day.

Sundays Between 7am and 7pm, but no more than 2 hours.

THE LAW SAYS THAT YOU MUST :

HAVE A REST BREAK

of 1 hour after working for a 4 hour period.



HAVE 2 full WEEKS BREAK

(both weeks together at some time during the school holidays)

Can I work all through the school holidays ?

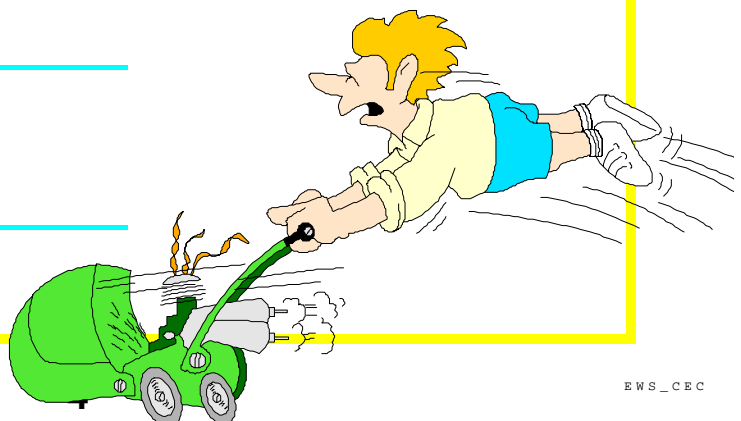
Yes - But remember you must have a break of 2 full weeks (both together) at some time during the school holidays.

Are there jobs I am not allowed to do ?

Yes - where jobs or place of work may be dangerous. These include :



Jobs not allowed	Places not allowed
Selling or serving alcohol	Billiard / Gaming Halls
Selling tobacco or cigarettes	Amusement Arcades
Selling on the street including food vans/stalls	Betting Shops
Selling medicines	Fairgrounds
Selling or canvassing door to door	Racecourse / Tracks, Clubs and Bars
Telephone Sales	Kitchens, Chip shops, Factories, Warehouses, Building Sites
Using dangerous machinery/substances	Theatre } unless licensed to perform Cinema } Disco }
Any job involving gambling	
Any job that may cause you harm or injury	
Photographic Modelling	



(unless licensed)

What if I my job changes?

A new Work Permit must be applied for if any details on your permit change, e.g. place or hours of work, your address or if you start a different job.

I'm 16 and have received a National Insurance Card so when can I start work full-time ?

You can only start full-time work after you have **officially** left school. The Law says there is now only **one** school leaving date each year. This is the last Friday in the June **when you are in Year 11**. Up to this date you can only be employed in **Merton** if you have been issued with a Work Permit from **Merton** Council.



Can I be stopped from working the maximum number of hours?

No but remember if your school work, attendance or health is suffering, you may want to think about reducing the number



of hours you work.

Important things to remember

Your employer is responsible for your health and welfare when you are at work and by law, must make sure that you are safe whilst working.

If you have **any** concerns or worries, speak to your employer or parents.

Remember also that you should be careful and sensible at work.

It is nice to have a job but it should not cause your schoolwork or attendance to suffer.



Where do I go if I have more questions ?

The information in this leaflet is just to give you some idea of the rules. If you would like to know more, please contact the Education Welfare Service (telephone number and address on back cover).





*For further information on
child employment and an
application form to register for
a Work Permit please contact :*

**London
Borough of Merton**

**Education
Welfare Service
Merton Civic Centre
London Road
Morden Surrey
SM4 5DX**

**Telephone :
020 – 8545 4021**

**You can also ask at your
school office for a Work
Permit application form.**