

Application forms are available online at www.bury.gov.uk (search on child employment) or from the Child Employment Officer (see contact details overleaf).

The form needs to be completed by your employer and your parent/carer. The form should then be returned, together with a copy of your birth certificate, to the address shown on the form.

Why do you need a Certificate of Employment?

It is essential that you obtain a Certificate of Employment, so that you receive the protection of the employment regulations. Without a Certificate, it is unlikely you would be covered by the employer's insurance.

The employer must:

- Carry out a risk assessment about the work that they want you to carry out and discuss this with you and your parent/carer.
- Ensure appropriate insurance cover is provided.
- Make sure you have the proper clothing and footwear suitable for the work.

How long does a Certificate of Employment last?

The Certificate lasts as long as your job does. If you change jobs or change your hours of employment, you need to let us know. If you stop working, you also need to tell us. Once you reach compulsory school leaving age, you will no longer need an Employment Certificate.

The law has fixed the school leaving date as the last Friday in June of the school year in which you reach 16 years of age.

Where can you obtain further information?

The part time employment of pupils in Bury is governed by the Council's Employment of Children's Byelaws. Copies of the Byelaws and any further information relating to the part time employment of pupils, can be obtained by contacting the Child Licensing Officer.

Children receiving Elective Home Education

Any child who is receiving Elective Home Education is still governed by the Child Employment Regulations and therefore cannot be employed (either paid or unpaid) during the school day.

Children on work experience placements arranged by their school do not require work permits

Tel: 0161-253 5693

E-mail: child.licensing@bury.gov.uk

School Attendance and Education Welfare Team

3 Knowsley Place

Duke Street

Bury

BL9 0EJ

Website: www.bury.gov.uk

(Search on Child Employment)

Children and Young People in Employment

Advice, Guidance and information relating to the part-time employment of pupils aged 13-16



Bury

COUNCIL

Young people of compulsory school age often like to supplement their pocket money by taking on a part time job. There are many positive things about working. It encourages independence, punctuality, responsibility and experience of money management. However, there are local rules and regulations to be observed regarding the employment of pupils. This leaflet explains some of those rules and tells you where you may obtain more information if you need it.

What is work?

The answer to this might seem obvious, but basically, a pupil is employed if they assist in any trade or occupation carried on for profit. It does not matter whether the pupil is paid or not for the work, or whether the pupil is assisting their own parents in their business.

How old do you have to be?

No pupil under the age of 13 can be employed. A pupil aged 13 years can only be employed in permitted light work.

Remember

- If you are doing work experience arranged by your school, you do not need an employment license.
- Your employer has a responsibility to take care of your health, safety and welfare while you are at work.

Are there any jobs you cannot do?

The local Child Employment Byelaws lists occupations which a pupil cannot perform. These include:

- Operating machinery
- Preparing meat for sale
- Delivering milk
- Dealing with chemicals
- Work in a commercial kitchen
- Industrial work
- Work in a bar or pub
- Work in a cinema, theatre, dance hall, disco or nightclub
- Sell or deliver alcohol
- Work in a petrol station
- Collect or sort refuse
- Window clean or do any job which involves being more than 3 metres off the ground
- Call at peoples houses to collect money
- Work in telephone sales

This is not a complete list. If you are in any doubt about your child's employment, please seek advice from the Child Employment Officer.

What hours can you work?

You cannot work on any day before 7:00am in the morning or after 7:00pm in the evening.

On school days you cannot work for more than 2 hours. This usually consists of an hour from 7.00 am until the start of school and any one-hour between the end of school and 7.00 pm. Alternatively you could work for 2 hours after school (but before 7.00 pm) provided that you did not work in the morning.

- If you are doing work experience arranged by your school you do not need an Employment License.

You cannot work for more than 12 hours in any week you are required to attend school.

On Sundays no more than 2 hours.

On Saturdays and holidays 8 hours, if you are over the age of 15 years, 5 hours if you are under the age of 15 years. You must have a one hour break after 4 hours.

In any week during school holidays no more than 35 hours if you are over the age of 15 years. All young people must have 2 consecutive weeks holiday, during holiday time, from any employment.

Could I have my license taken off me?

Yes, if the Council believed that:

- you were being unlawfully employed
- Your health, welfare or school attendance or ability to take advantage of your education were suffering or is likely to suffer as a result of your employment.

What happens if you appear on stage or TV?

There are separate regulations for children who are involved in the field of entertainment. Please contact the Child Employment Officer for more information.

What do you need to do if you want to work?

Once you have been offered a job, your employer needs to apply for a Certificate of Employment for you.