

Education Services

**Policies and  
Procedures for  
Child Employment**

**2023**



LONDON BOROUGH OF  
**HARROW**

## Child Employment

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## **General information regarding Child Employment:**

- Children and young people can only work in a limited number of jobs for a limited number of hours until they reach the minimum school leaving age.
- A young person is of compulsory school age until the last Friday in June in the school year in which they reach the age of 16 years old. Therefore, until they reach this age a work permit will be needed for a child to be involved in any kind of work.
- You can obtain application forms from the **Local Authority in which the child will be working**.
- All work permits are issued subject to the approval of the Local Authority. The child's employer **must** licence the child with the appropriate Local Authority.
- It is the employer's responsibility to ensure that a work permit is applied for.
- The Law states that children must take a one-hour break after every consecutive four hours that they work.
- A child who works during the school holidays must have at least two consecutive weeks without employment.
- The youngest age that a child can work is 13, however there are some exceptions:
  - Children involved in television, theatre, modelling, or similar activities (a performance licence is required).
  - Please see page in relation to [children aged 10-12](#) years of age for circumstances in which they may work.
- Children do not need a work permit for work experience that his/her school arranges.
- A child is considered 'employed' if they assist in a trade or occupation that is carried out for profit, whether the child receives any payment. Therefore, the regulations around Child Employment also apply to parents employing their children to work in a family business.
- A child may be stopped from working if:
  - their school attendance suffers.
  - they are continually late for school.
  - their schoolwork suffers.
  - their health suffers.
- A child may only be employed in light work and the Local Authority may refuse to issue an employment permit if it is satisfied that the employment is unlawful/harmful to the safety, health, development, school attendance and/or education of the child.

## **Children aged 10 – 12 years inclusive**

Between the ages of 10 and 12, children may be employed on an occasional basis by and under the direct supervision of their parents in light agricultural or horticultural work. This is for a maximum period of 2 hours per day and not during school hours.

## **Children aged 13 years old**

Children aged 13 can only be employed in light work in one or more of the following **specified** categories:

- Agricultural or horticultural work
- Delivery of newspapers, journals etc.
- Shop work including shelf stacking.
- Hairdressing salon
- Office work
- Car washing by hand in a private residential setting.
- In a café or restaurant
- In riding stables
- Domestic work in hotels and other establishments offering accommodation.

No 13-year-old can work in any other category of work other than what is listed above. They must not participate in any work that is on the [prohibited employment list](#). Children aged 13 may be employed within the following hours:

### **Term Time:**

No more than 12 hours per week

### **School Days:**

1 hour before school or up to 2 hours after school, but no more than 2 hours on any school day. But not before 7 am and after 7 pm.

### **Saturdays and School Holidays:**

No more than 25 hours per week.

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

### **Sundays:**

Between 7am and 7pm, but no more than 2 hours in total

## **Children aged 14 years old**

Children aged 14 years old may be employed in light work subject to it not being on the [prohibited employment list](#). Such work that children aged 14 may participate in are one or more of the following categories:

- Agricultural or horticultural work
- Delivery of newspapers, journals etc.
- Shop work including shelf stacking.
- Hairdressing salon
- Office work
- Car washing by hand in a residential setting.
- In a café or restaurant
- In riding stables
- Domestic work in hotels and any other establishment offering accommodation.

Children aged 14 may be employed within the following hours:

### **Term Time:**

No more than 12 hours per week

### **School Days:**

1 hour before school or up to 2 hours after school, but no more than 2 hours on any school day. But not before 7 am and after 7 pm.

### **Saturdays and School Holidays:**

No more than 25 hours per week.

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

### **Sundays:**

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

## **Children aged 15 years old**

Children aged 15 years old may be employed in light work subject to it not being on the [prohibited employment list](#). Such work that children aged 15 years old may participate in are one or more of the following categories:

- Agricultural or horticultural work
- Delivery of newspapers, journals etc.
- Shop work including shelf stacking.
- Hairdressing salon
- Office work
- Car washing by hand in a private residential setting.
- In a café or restaurant
- In riding stables
- Domestic work in hotels and other establishments offering accommodation.

Children aged 15 may be employed within the following hours:

### **Term Time:**

No more than 12 hours per week

### **School Days:**

1 hour before school or up to 2 hours after school, but no more than 2 hours in total on any school day. But not before 7 am and after 7 pm.

### **Saturdays and School Holidays:**

No more than 35 hours per week. Between 7am and 7pm, but no more than 8 hours per day

### **Sundays:**

Between 7am and 7pm but no more than 2 hours in total

## **Children aged 16 years old (but not eligible to leave school yet)**

Children aged 16 years old are of compulsory school age until the last Friday in June when they reach Year 11. Until this date, they must also comply with the Child Employment regulations. Children aged 16 may be employed in light work subject to it not being on the [prohibited employment list](#). Such work that 16-year-olds may participate in are one or more of the following categories:

- Agricultural or horticultural work
- Delivery of newspapers, journals etc.
- Shop work including shelf stacking.
- Hairdressing salon
- Office work
- Car washing by hand in a private residential setting.
- In a café or restaurant
- In riding stables
- Domestic work in hotels and other establishments offering accommodation.

Children aged 16 may be employed within the following hours:

### **Term Time:**

No more than 12 hours per week

### **School Days:**

1 hour before school or up to 2 hours after school, but no more than 2 hours in total on any school day. But not before 7 am and after 7 pm.

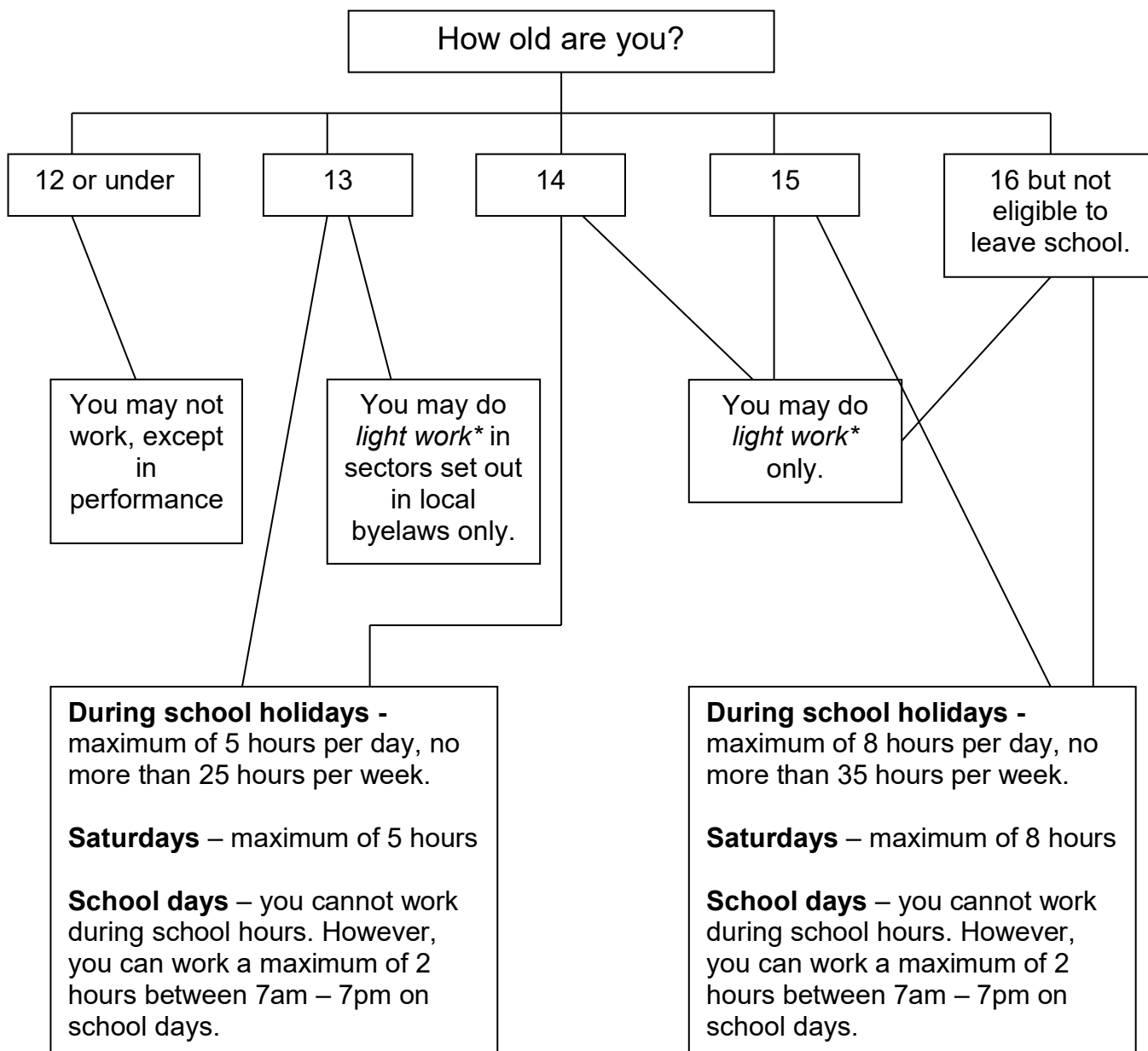
### **Saturdays and School Holidays:**

No more than 35 hours per week. Between 7am and 7pm, but no more than 8 hours per day

### **Sundays:**

Between 7am and 7pm, but no more than 2 hours in total

## Child Employment Flow Chart



*\*Light work is defined as work which is not harmful to the safety, health, or development of children and not such as to be harmful to their attendance at school.*



## **Prohibited Employment**

### **No child, of any age, may be employed:**

- In a cinema, theatre, discotheque, dancehall, or nightclub
- To sell or deliver alcohol, except in sealed containers.
- To deliver milk or fuel oils
- In a commercial kitchen
- To collect or sort refuse.
- In any work more than 3 metres above ground level, or in internal work, more than 3 metres above floor level
- In employment involving harmful exposure to physical, biological, or chemical agents.
- To collect money or see/canvass door to door.
- In work involving exposure to adult material or in situations which are, for this reason, otherwise unsuitable for children.
- In telephone sales
- In a slaughterhouse or in that part of a butcher's shop or other premises connecting with the killing of livestock, butchery, or preparation of meat.
- As an attendant or an assistant in a fairground or an amusement arcade or in any other premises used for the purpose of the public amusement by means of automatic machines, games of chance or skill.
- In the personal care of residents in any residential care home or nursing home unless under the direct supervision of a responsible adult
- In scrap yards or car breakers

## **Employers Responsibilities**

- Employers have the ultimate responsibility for the children that they employ, and they must ensure that they obtain a work permit for them.
- They are responsible for the health, safety, and welfare of the children that they employ, and they must ensure that they have the proper clothing and shoes for the job they have been employed to do.
- Employers are required to carry out a risk assessment before a child starts work and inform their parents of the outcome. The risk assessment should include the Covid 19 measures based on the Government's advice.
- Employers can be prosecuted by the Local Authority if they:
  - do not obtain employment licences for their school-aged employees.
  - employ school-age children in a prohibited occupation.
  - allow school-aged children to work outside the hours allowed by the byelaws.

### **To obtain more information and/or work permit applications please contact:**

Telephone: 020 8736 6906 or 020 8416 8846

Email: [childperformance@harrow.gov.uk](mailto:childperformance@harrow.gov.uk)

For further information see [National Network for in Child Employment & Entertainment](#)