

During term time you can work no more than 12 hours per week, not before 7.00 am or after 7.00 pm

and a maximum of 2 hours on a school day,

(either 2 hours after school or 1 hour before and 1 hour after)

and no more than 2 hours on a Sunday.

If you are 13 or 14 years old you can work up to 5 hours on a Saturday

and if you are 15 or 16 years old you can work up to 8 hours on Saturday.

During school holidays if you are 13 or 14 years old you can work up to 25 hours per week

and if you are 15 or 16 years old up to 35 hours per week.

If you require any further information or advice

or if you have a job but don't have an employment certificate then please contact me:

Jayne Willoughby Child Employment and Entertainment Officer

Pendle Children & Parenting Support Service

325 Burnley Rd

Colne

Lancs BB8 8LA

Tel: 01282 873090

Every Child Matters
even when they are at work



Advice for pupils and parents

Young people of compulsory school age often like to add to their pocket money by taking a part time job.

Did you know that there are laws and regulations covering the hours a young person can work and the type of work they can do?

This is to ensure their education does not suffer and they are properly safeguarded whilst at work.

Parents, did you know that the employer must apply for a certificate of employment from the local authority within a week of your son or daughter starting work?

It is essential that your son or daughter is registered for work so that they receive the protection of the regulations regarding employment.

This includes a risk assessment under Health and Safety Regulations and ensuring appropriate insurance cover is provided.

If your son or daughter **has** been registered by an employer you will have been asked to sign an application form for your child and you will have received a copy of your child's Certificate of Employment.

If you are a person of compulsory school age, you can not work if you are under the age of thirteen and there are some restrictions on the type of work you are allowed to do.

For example, you can deliver newspapers, work in a shop, in a hairdresser's and in an office. You can work in a café or restaurant (not in the kitchen) and in riding stables.

You **can't** deliver milk, work in a commercial kitchen, sell or deliver alcohol (except in sealed containers), collect money or canvass door to door.

You **can't** be involved in the preparation of meat for sale, work in the bar of licensed premises, in a factory or operate machinery.

These lists are not complete and if you need advice about your job you should contact your Child Employment and Entertainment Officer (see contact details below).

