

## SWINDON BYELAWS ON THE EMPLOYMENT OF CHILDREN OF COMPULSORY SCHOOL AGE

The rules apply to all young people who are at school, except those in 6<sup>th</sup> form. The rules apply even if children are working in their own family businesses.

### Children under 13 may not be employed

<b>Children may not work:</b>	<b>Children may work:</b>
Cinemas, theatres, discos, dance halls or night clubs	Work in an agricultural or horticultural environment
Sell or deliver alcohol, except in sealed containers	Delivery of newspaper, journals and other printed materials
Deliver milk	Shop work, including shelf stacking
Deliver fuel oil	Hairdressing salons
Work in a commercial kitchen	Car washing by hand in a private residential setting
Work more than 3 metres above ground level	In riding stables
Work with physical, biological or chemical agents	Domestic work in hotels and other establishments offering accommodation
Collect money or sell door-to-door, except under supervision of an adult	
To be exposed to adult material	
Work in telephone sales	
Work in a slaughter house or premises connected with the killing of livestock, or preparation of carcasses or meat for sale	<b>Permitted employment of children under the age of 13:</b>
Work as an attendant or assistant at a fairground, amusement arcade, or premises with automatic machines, games of chance or skill	A child aged 10 or over may be employed on an occasional basis by and under the direct supervision of his parent in light agricultural or horticultural work
Work as a personal carer of residents in a residential care home or nursing home	
Street trading	

- **APPLY FOR A WORK PERMIT** – There is an application form, which employers, parents/guardians and Head teachers have to complete and sign. A medical is no longer required, but may be sought for particular children at the Swindon Borough Council's discretion. The application form should be sent in before the job starts or not more than 7 days after it has begun. A child may be employed only in accordance with the details shown on the work permit
- A Child's work permit may be amended from time to time on the application of an employer
- A child must produce his/her work permit for inspection when required to do so by an authorised officer of the Authority or Police Officer

**RISK ASSESSMENT** – Before employing any child the employer must make a risk assessment relating to the job that they do. They must then inform the parents of the child of the findings of the risk assessment. This must be given to the parents in writing before employment begins, and a record kept of the information given.

**WHILE EMPLOYMENT IS GOING ON** – Make sure if the job is outdoors that the young person has suitable clothing and footwear. Keep records of names, addresses, dates of birth, type of job, place of employment and hours of work for every young person employed.

**VERY IMPORTANT** – If you are employing a child or young person illegally, you may find that you and he or she are not covered by either National Insurance Scheme, or your Employer's Liability Insurance. It could be expensive. It is the employer's responsibility to ensure that all child employees complete an application form for a work permit, and the employer must carry out an appropriate risk assessment.

**ADDITIONAL CONDITION** – No child under the age of 14 may engage in street trading and a child aged 14 or over may not engage in street trading unless:

- He/she is employed to do so by his/her parent, in connection with their retail business and under their direct supervision; and
- He/she has been granted a licence to do so ( " a street trader's licence" )

Please be aware that the attached guidelines must be strictly adhered to until the young person's official school leaving date, which is the last Friday in June in the year the young person, becomes 16 years of age. (These by-laws include study leave prior to the official leaving date).

**NB;** The Local Authority may at any time **revoke** a Child's work permit if the above by-laws are not adhered to.

**Further information:**

Child Employment Officer  
Children, Young People and Families  
Reuben George Hall  
Royston Road  
Swindon SN3 2FD  
Telephone : 01793 466530

Email : [childlicence@swindon.gov.uk](mailto:childlicence@swindon.gov.uk)

## PERMITTED HOURS OF WORK

### THE LAW SAYS:

That if a young person works, the following rules apply until you reach school leaving age. An application form signed by the parent/guardian, school and the employer should be completed and sent to the Child Employment Officer **BEFORE** the young person starts work.

<b>On school days</b>	You can only work 2 hours a day  1 hour before school and 1 hour after school or 2 hours after school	
<b>Sundays</b>	You can only work 2 hours a day between 7am – 7pm (this includes school holidays)	
<b>Aged 13-14 years</b>	Saturdays	5 hours a day between 7am - 7pm
	School holidays	5 hours a day between 7am - 7pm (maximum of 25 hours in any week)
<b>Aged 15-16 years</b>	Saturdays	8 hours a day between 7am - 7pm
	School holidays	8 hours a day between 7am - 7pm (maximum of 35 hours in any week)

**Every child must have two consecutive weeks away from work during the school holidays**