

WHAT THE LAW SAYS

- Children are not allowed to work in any job if **under 13** years of age
- Children aged 13 and under 14 years of age, May only be employed in occupations **specified in the byelaws.**
- Children aged 14 and who are still of **compulsory school age** may only be employed in **light work.**
- School children **must** be issued with an **employment licence** before beginning work.
- There is a maximum **number of hours** that can be worked each week.
- Children can only work **after 7 a.m. and before 7p.m.**
- On a school day they can only work for **up to 2 hours.**
- Some jobs are **not considered suitable** – check with the Education Welfare Service to find out what these are.
- Employers **must** carry out a **risk assessment** of the work which the child is being asked to undertake (further advice if needed is available from the Environmental Health Department see over for details).

ADVICE FOR CHILDREN

- * Make sure your employer gets an **employment licence** for you from your Education Welfare Office.
- * Check that you are **properly trained and know what you are doing** – if you aren't sure, **don't be afraid to ask for help.**
- * **Know what the safety rules** are at work.
- * **Don't** be afraid to say no if a job is not safe. You should not be asked to do any work that is unsafe or puts you in danger.
- * **Don't** overdo it and injure yourself – young people aren't as strong as adults.
- * **Don't be tempted to do** extra hours – **you may get too tired and have an accident.**
- * **Tell your parents where you are working and what you are being asked to do.**
- * **Carry an emergency contact number in case you have an accident at work.**
- * **Tell your parents and employer if anyone makes you feel uncomfortable or anxious by what they say or do.**

ADVICE FOR PARENTS

- Make sure your child is **registered** with the Education Welfare Service and has an **employment licence.**
- Has your child's employer got **employers liability insurance?**
- Find out from the employer how they intend to remove or reduce any risks your child may face at work – they are required by law to let you know.
- Talk to your child about what s/he does at work – you may recognise when your child is being asked to do something that isn't safe or when someone is doing or saying something that makes them feel anxious or uncomfortable.
- Make sure you know when and where your child is working and give your child emergency contact details
- Speak to your child's employer if you are unhappy or anxious about any aspect of the work s/he is being asked to undertake.

ADVICE FOR EMPLOYERS

- * Have you applied for a licence on behalf of the child (the law says you must)?
- * Have you carried out a risk assessment and shared this with the child's parent/s or carers?
- * Do you have employers liability insurance?
- * Has the young person been adequately trained for the job they are required to do and are aware of any risks, which may be involved?
- * Have you supplied the child with all the necessary safety equipment and clothing?
- * You shouldn't ask them to do work which has not previously been agreed with the licensing authority.
- * Employers must be mindful of the child's welfare when in their employ – employers should encourage young people to tell them if anyone at work is making them feel anxious or uncomfortable by what is being said or done to them.

FURTHER ADVICE AND SUPPORT IS AVAILABLE FROM:

Education Welfare Service

Tel: 01942 705405

Fax: 01942 705408

Environmental Health Dept

Commercial Section

Wigan Town Hall

Library Street

Wigan

WN1 1YN

Tel: 01942 827902

Social Services Dept (Child Protection)

Ince Area Office

Ince Green Lane

Ince

Wigan

WN3 4QX

Tel: 01942 828495



KEEPING SAFE AT WORK

A GUIDE FOR PARENTS, CHILDREN AND
EMPLOYERS