

**Your child's employer has a legal duty to let you know of an assessment of any risks that your child may face in carrying out their employment.**

### **Work experience**

The information in this leaflet does not apply to work experience which is organised by schools, usually for a two-week period during years 10 or 11. Children who take part in work experience are monitored by school staff and covered for insurance purposes.

### **Employment Licence**

If your child is considering starting a job they must have an employment licence issued by the Council.

Their employer has a legal responsibility to ensure that your child has an employment licence. However, as a parent, you should also make sure, that your child has the licence.

Application forms for employment licences are available from the Child Licensing Department. Your employer may also have the form.



Information for parents and carers about the employment of children

**Wigan**<sup>♥</sup>  
**Council**

Does your child have a part-time job?



For more advice, contact

The Child Licensing Department,  
Wigan Council - Children and Families' Services  
John Tiernan House,  
Ribble Road,  
Platt Bridge,  
Wigan,  
WN2 5EL

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Children and young people of school age (who are 13 and over) are allowed to work, provided they have a valid employment licence. The laws governing child employment are there to make sure that your children are protected and not exploited if they have a part-time job while still of compulsory school age.



## Remember

Children are considered to be employed whether they are paid or not for the work they do.

### Compulsory school age

A child is of compulsory school age until the date they are officially allowed to leave school. This is not their 16th birthday or when they receive their National Insurance number.

The official school leaving date is the last Friday in June.

### Parent's income

Any money that a child may earn does not affect your entitlement to income support or family credit.

The Children (Protection at Work) (No 2) Regulations 2000, states that 13-16 year-olds may only work for a maximum of 12



hours each week during term time that is any week when a child is required to attend school:

No child under 13 years of age can be employed.

Children aged 13 may only be employed in those jobs specified in the local byelaws.

Children still of compulsory school age who have an employment licence (issued by the Council in accordance with local byelaws) can be employed, but:

- not during school hours
- not before 7am or after 7pm
- only for two hours on a school day (either two hours after school or one hour before and one hour after school)
  - only for two hours on a Sunday
    - may only work on Saturdays and school holidays (Monday to Friday) for five hours (if under 15 years) or eight hours (if over 15 years).
- there must be a one-hour break after a maximum of four hours working period.

- Children must have at least one, two-week period free from work in a school holiday during the course of a year.

There are many positive things about working. It encourages independence, responsibility and experience of money management. However, there are some jobs which can be dangerous for young people and they are prohibited. These include:

- operating machinery, preparing meat for sale and delivering milk
- dealing with chemicals
- work in a commercial kitchen
- selling alcohol in unsealed containers
- industrial work
- working in a bar or pub
- work in any part of a factory.

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