

## EMPLOYER'S INFORMATION

### EMPLOYMENT OF CHILDREN AND YOUNG PERSONS

#### **THE LAW SAYS**

That until the young person reaches school leaving age, the following rules apply if they work.

An application form signed by their parents and employer should be completed and sent to the Child Employment Officer for City & County of Swansea before they start working. The Employer must carry out a full risk assessment which must be made available for inspection before an employment permit can be issued for children and young persons.

WHEN THEY ARE	THEY CAN WORK ON	DURING THE FOLLOWING HRS:
<b>13*</b>	<b>SCHOOLDAYS</b>	Not more than a total of <b>two hours</b> in one day during the following periods: a) In the morning for one hour between 7am and the start of school b) In the evening between close of school and 7pm (Maximum of 12 hours per week).
	<b>SATURDAYS</b>	5 hours a day between 7am and 7pm.
	<b>SUNDAYS</b>	Only 2 hours between 7am and 7pm.
<b>AND</b>	<b>SCHOOL HOLIDAYS</b>	5 hours a day on any weekday (except Sundays) between 7am and 7pm. Total work hours weekly <b>must not exceed 25 hours</b> During the year, in one school holiday period, they must have two consecutive weeks break when they do not work at all.
<b>14</b>		

\*When they are 13 they can only be employed in certain types of work as listed in the by-laws.

WHEN THEY ARE	THEY CAN WORK ON	DURING THE FOLLOWING HRS:
<b>15</b>	<b>SCHOOLDAYS</b>	Not more than a total of <b>two hours</b> in one day during the following periods: a) In the morning between 7am and the start of school b) In the evening between the close of school and 7pm (Maximum of 12hrs per week)
	<b>SATURDAYS</b>	8 hours a day between 7am and 7pm.
	<b>SUNDAYS</b>	Only 2 hours between 7am and 7pm.
<b>AND</b>	<b>SCHOOL HOLIDAYS</b>	8 hours a day on any weekday (except Sundays) between 7am and 7pm. Total work hours weekly <b>must not exceed 35 hours</b> During the year, in school holiday time, they must have two consecutive weeks break when they do not work at all.
<b>16</b>		

**COMPULSORY SCHOOL AGE** – The Government has introduced a single school leaving date. The date is the last Friday in June in the school year in which a pupil reaches the age of 16yrs

**CHILDREN CANNOT ENTER FULL TIME EMPLOYMENT UNTIL AFTER THE SCHOOL LEAVING DATE.**

**WHAT THEY CANNOT DO**  
**BEFORE COMPULSORY SCHOOL LEAVING AGE**

*They cannot be employed in paid or unpaid employment or within the voluntary sector;*

- a) In a cinema, theatre, discotheque, dance hall or nightclub except in connection with a performance given entirely by children (They may do this work if they have a proper licence).
- b) To sell or deliver alcohol, except in sealed containers
- c) To deliver milk
- d) To deliver fuel oils
- e) In a commercial kitchen
- f) To collect or sort refuse
- g) In any work which is more than three metres above ground level or, in the case of internal work, more than three metres above floor level
- h) In employment involving harmful exposure to physical, biological or chemical agents
- i) To collect money or to sell or canvass door to door, except under the supervision of an adult
- j) In work involving exposure to adult material or in situations which are for this reason otherwise unsuitable for children
- k) In telephone sales
- l) In any slaughterhouse or in that part of a butcher's shop or other premises connected with the killing of livestock, butchery, or the preparation of carcasses or meat for sale
- m) As an attendant or assistant in a fairground or amusement arcade or in any other premises used for the purpose of public amusement by means of automatic machines, games of chance or skill or similar devices
- n) In the personal care of residents of any residential care home or nursing home unless under the supervision of a responsible adult.

**WHAT THEY CAN DO**

**AGED 13 YEARS**

*They can only do light work\* of the following type*

- a) Agricultural or horticultural work
- b) Delivery of newspapers, journals and other printed material.
- c) Shop work, including shelf stacking
- d) Hairdressing salons
- e) Office work
- f) Car washing by hand in a private residential setting
- g) In a café or restaurant
- h) In riding stables
- i) Domestic work in hotels and other establishments offering accommodation.

**AGED 14, 15 AND 16 YEARS**

*They can be employed to do light work\* only*

*\* Light Work means work which is not harmful to their safety, health or development and which does not affect their attitude at school or their school work experience placement.*

**Note:** Street Trading If they are to be employed in street trading (e.g. markets or car boot sales) their parents/guardians must obtain a copy of the City and County of Swansea bye-laws. These contain rules about this type of work.

This leaflet is for guidance only. There are bye-laws regulating child employment, If you want more information or a copy of the bye-laws, you can obtain them from; The Child Employment Officer, Mynyddbach Site, Heol Ddu, Trebeoth, Swansea, SA5 7HP, Tel 01792 771935.  
Alternatively visit; [www.swansea.gov.uk/childemployment](http://www.swansea.gov.uk/childemployment).