

**Part-time work can improve your confidence, give valuable experience and you can earn some money!**

## ***YOU MUST BE 13 YEARS OLD TO WORK PART-TIME***

If in Year 11, the regulations still apply until you stop being 'of compulsory school age' i.e. until the last Friday in June of your final year.

The regulations do **NOT** end on your 16th birthday.

You **MUST** be registered with Darlington Education Authority when starting ANY part-time work.

**Poor punctuality or poor school attendance can adversely affect a permit being issued.**

It is the employers responsibility to request a work permit, but you or your parents can ask for an application form.

Temporary, permanent, paid or unpaid employment **REQUIRES** a work permit.

The Education Welfare Service will register and issue a work permit (renewable annually) if:-

The work and hours comply with the legislation

The pupil attends school regularly and on time

There are no health or welfare concerns

**Government Legislation and Darlington Borough Council Byelaws regulate the:-**

## ***TIMES YOU CAN WORK***

**During Term Time:**

ALL AGES – Maximum 12 hours per week

- Between 7 a.m. and 7 p.m. daily but NOT during the school day.
- For 2 hours maximum with only 1 hour before school begins.
- For 5 hours on Saturdays if you are 13 or 14 years old.
- For 8 hours on Saturdays if you are 15 or 16 years old.
- For 2 hours on Sundays if you are 13 to 16 years old.

**You are NOT allowed to work when absence from school has been due to illness.**

**You are NOT allowed to work during school hours when on study leave.**

**During School Holidays**

**13 and 14 years – Maximum 25 hours per week**

**15 and 16 years – Maximum 35 hours per week**

- between 7 a.m. and 7 p.m. daily
- for 5 hours daily from Monday to Saturday if you are 13 or 14 years old
- for 8 hours daily from Monday to Saturday if you are 15 or 16 years old
- for 2 hours on Sundays if you are 13 to 16 years old.

**If working more than 4 hours in any day there MUST be 1 hour rest break**

**There MUST be 2 consecutive weeks without employment in the year.**

## ***WORK 13 YEAR OLDS CAN DO***

- deliver newspapers
- hairdressing
- deliver leaflets
- domestic work
- shop work
- agriculture
- shelf stacking
- horticulture
- office work
- car washing by hand in a private residential area
- light work in a cafe or restaurant
- light work in riding stables

**BUT work must not involve use of dangerous machines or chemicals etc.**

## ***WORK 14-16 YEAR OLDS CAN DO***

All the above, plus light work which is not prohibited. Light work in a cafe or restaurant, light work in riding stables. BUT work must NOT involve use of dangerous machines or chemicals etc.

## **WORK YOU CANNOT DO**

- Milk delivery
- Telesales
- Street trading
- Collecting money, selling or canvassing door to door
- Working more than 3 metres above ground
- Working in cinemas/theatres/discos/night clubs
- Working in commercial kitchens including mobile outlets
- Work involving harmful exposure to physical/biological/chemical agents
- To sell/deliver alcohol – except in sealed containers
- As an attendant at a fairground
- In personal care of residents in nursing/care homes
- In a slaughterhouse
- Collecting/sorting refuse
- Delivering/collecting seal coal
- Work of nature to be considered unsuitable for children
- Any work relating to gambling

## **JOBS A WORK PERMIT IS NOT NEEDED FOR:**

- Odd jobs at your own home or a neighbour's home.
- Babysitting for family/friends
- Work experience organised by school

## **REMEMBER**

Talk to your parents before applying for a job, then:-

- Make sure that your employer obtains a work permit.
- Be careful and sensible at work.
- Don't do any job which could harm or injure you.
- Wear sensible clothing and footwear, appropriate to the job.
- Don't let your school work suffer because of working.
- Do **NOT** work during study leave.

## **SPECIAL NOTES FOR PARENTS**

School work is very demanding so please ensure your child's safety, well-being and education will not be harmed by working part-time.

The legislation is in place to protect young people, ensure they do not work irregular hours or in unsuitable jobs and it encourages good practices amongst responsible employers.

Work permits are required if parents employ their own children in the family business.

Applications forms for work permits need to be completed by parents and employers.

### **For further information contact:**

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## **INFORMATION FOR PARENTS AND PUPILS ABOUT PART-TIME EMPLOYMENT OF SCHOOL AGED CHILDREN**

