

Have a part-time  
job and still in  
school?  
What you should  
know....



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## Child Employment: Frequently Asked Questions

### When can I get a job?

You can work in a regulated job after your 13th birthday, but you **must** have a work permit.

### What kind of jobs can I do?

You can do many jobs so long as they are 'light duties' only. Those included are working in a shop, delivering newspapers, working in hairdressing salons, working in an office, working with animals and light cleaning jobs

### What kind of jobs can I not do?

Some jobs are illegal for all children and **you cannot do any of the following** jobs: work in a pub (except washing up or serving food), work in factories or any industrial undertaking, work in a commercial kitchen cooking or food preparation (Chip Shop, takeaway or restaurant), collecting money door-to-door or work more than 3 metres above the ground. There are other prohibited jobs and you **must not be employed at any time during your normal school day**

### When do these rules apply?

These rules apply to jobs in a business, even if you don't get paid. This includes working in a parents' business. The rules **do not apply** to jobs like babysitting or dog walking or anything else for family or friends where you (the child) is self employed. These **rules apply until the last Friday in June of Year 11**, they don't finish as soon as you are 16.

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## FAQs continued

### How many hours can I work if I am 13-14 years old?

Term Time – Not more than 12 hours a week. School Days – 1 hour before school or up to 2 hours after school, but no more than 2 hours in total on school days

Saturdays: Between 7am and 7pm, but no more than 5 hours a day.

Sundays: Between 7am and 7pm, but no more than 2 hours.

School Holidays: Between 7am and 7pm but no more than 5 hours a day and 25 hours a week.

On any day you must not work more than 4 hours without a 1 hour break. You must have 2 weeks free from work during the school year

### How many hours can I work if I am 15-16 years old?

Term Time – Not more than 12 hours a week. School Days – 1 hour before school or up to 2 hours after school, but no more than 2 hours in total on school days

Saturdays: Between 7am and 7pm, but no more than 8 hours a day.

Sundays: Between 7am and 7pm, but no more than 2 hours.

School Holidays: Between 7am and 7pm but no more than 8 hours a day and 35 hours a week.

On any day you must not work more than 4 hours without a 1 hour break. You must have 2 weeks free from work during the school year

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## FAQs continued

### What must my employer do?

When you get a job, your employer must undertake a Risk Assessment and give a copy to your parent/carer and must ensure you get a work permit. Employing you without a work permit is an offence and your employer may be prosecuted. You may also not be covered by the employer's insurance if you are illegally employed

### Where can I get a work permit?

Work Permit Application Forms are available from The County Council Attendance Team  
Telephone: 01865 323513 or on the website at:-<https://www.oxfordshire.gov.uk/cms/content/employing-children>

### Who fills in the work permit?

The work permit application form needs to be completed by the Employer offering you the job and your parent/carer and returned to The County Attendance Team for processing.  
Once the work permit has been completed, it will be sent to the Employer who should get you to sign it and tell you to keep it with you when working. The Employer then needs to sign the reply slip and return this to the County Attendance Team as confirmation that the work permit has been issued to you.

### Where can I find help with this?

The County Attendance Team  
Telephone: 01865 323513  
Email: [childperformancelicence@oxfordshire.gov.uk](mailto:childperformancelicence@oxfordshire.gov.uk)

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