

If you are responsible for a young person aged between 13 and 16 years old who is considering taking on a job, this guide is for you. It will help you understand the rules and regulations that are in place to keep them safe and well, and ensure that they are completing the appropriate work for sensible lengths of time so their new job doesn't interfere with their studies. $\qquad$

## Children and young people:

- Must be at least 13 years old to work (and if they're 13 they should only complete light work in one of the approved occupations.)
- Can't work full time until they've left school.

During term-time, children aged 13 to 16 can work up to 12 hours per week, as follows:

- On school days for up to two hours, between the hours of 7am and 7 pm (but obviously not when school is in session and only for a maximum of one hour before the school day.)


There are certain jobs young people are allowed to do.

## They can work:

- In hairdressing salons or barber shops
- In shops, including shelf stacking
- Delivering newspapers or leaflets
- In an office, for instance as a receptionist
- Waiting on tables or serving food in a café or restaurant (but not in a commercial kitchen)
- In riding stables
- In a hotel or guesthouse doing light domestic work (like cleaning or housekeeping duties)
- In agricultural or horticultural jobs.

This list is not exhaustive and other types of work may be considered suitable.

During school holidays children can work:

- Up to five hours a day and for up to 25 hours per week if they're aged 13 or 14.
- Up to eight hours per day and for up to 35 hours per week if they're aged 15 or 16.

They cannot work before 7am or after 7 pm on any day.

There are certain jobs that young people are prohibited from doing. For example, working:

- In a butcher's shop
- Delivering milk
- In commercial kitchens or chip shops
- In factories
- In bars
- In a cinema, theatre, disco or dance hall
- Selling or delivering alcohol, except in sealed containers
- As a money-collector.

This is not a complete list - check with the Council if you are unsure.

## Employers of young people must:

- Apply for a work permit. This applies even if they're employing their own child to work in the family business and regardless of whether the young person will be paid a wage. The permits are free of charge.
- Complete a risk assessment and inform the young person and their parent or carer.
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- Ensure that the young person receives a break of one hour after four hours working.
- Ensure that the young person receives a two-week holiday free from work in their school holidays.
- Ensure that all young people are properly dressed and shod for the work they do, for instance, by wearing reflective clothing when delivering newspapers on winter evenings, so they can be seen.

There's more information, including about the separate rules that apply if the young person will be working in entertainment, modelling or paid sporting activities at:
manchester.gov.uk/youngworkers or you can call 01612457171.

