

Part of the form should be completed by the pupil's parent/guardian and part by you. The completed form should be returned, together with a copy of the pupil's birth certificate, to the Pupil Welfare Service.

Are there any jobs pupils cannot do?

The local Bye Laws give a list of occupations which a pupil cannot perform.

These include: -

- › work in a cinema, theatre, dance hall, disco or nightclub
- › selling or delivering alcohol
- › delivering milk
- › delivering fuel oils
- › work in a commercial kitchen
- › collecting or sorting refuse
- › any work that is 3 metres above ground/floor level
- › employment involving exposure to harmful chemicals
- › collecting money or selling or canvassing door to door (except under adult supervision)
- › work involving exposure to adult material or in situations which are for this reason otherwise unsuitable for children
- › telephone sales
- › work in any slaughterhouse or butchers shop
- › work in a fairground or amusement arcade
- › work in the personal care of residents of any residential care home or nursing home, unless under supervision of a responsible adult.
- › work with donkeys

Where can you obtain further information?

The part time employment of pupils in Blackpool is governed by the Council's Employment of Children Bye Laws. Copies of the Bye Laws, and any further information relating to the part time employment of pupils, can be obtained from the Pupil Welfare Service at the following address.

Child Employment Officer

Pupil Welfare Service
Whitegate Manor
261 Whitegate Drive
BLACKPOOL
FY3 9JL

Telephone (01253) 476578
or (01253) 476571

Email: customer.first@blackpool.gov.uk

Children and young people in Employment

CHILDREN AND
YOUNG PEOPLE'S
DEPARTMENT

ADVICE FOR EMPLOYERS



Guidance and information relating to the part time employment of pupils



Children and young people in Employment

Advice for Employers

As an employer of pupils, you need to be aware of your legal responsibilities.

Employment of pupils is governed by law and local Bye Laws. You can be prosecuted for employing children and young people illegally - ie without a certificate of employment, under age, in prohibited occupations or working too many hours. You could also invalidate your Employer's Liability Insurance.

This leaflet has been designed to explain some of the rules and to tell you where you may obtain more information if you need it.

What is my legal responsibility?

You must ensure that you do not employ any pupils without a valid Certificate of Employment. Pupils are considered to be employed whether they are paid or unpaid. This also applies to your own children.

You must carry out a Health and Safety risk assessment about the work that you want pupils to carry out and discuss this with the pupil and their parent or guardian. Information on risk assessments may be

obtained from your trade association or the Council's Health & Safety Department on tel. (01253) 478336.

It is necessary that appropriate insurance cover is provided and that you inform your insurers that you employ children.

You must also ensure pupils have the proper clothing and footwear suitable for the employment.

You must keep a record of all children you employ and inform the Pupil Welfare Service when employment ceases.

How old does a pupil have to be?

No pupil under the age of 13 can be employed. A pupil aged 13 years can only be employed in permitted light work. An Employment Certificate is no longer required once the pupil reaches compulsory school leaving age. The law has fixed the school leaving date as the last Friday in June of Year 11.

What are the permitted working times?

A pupil cannot work on any day before 7 am in the morning or after 7 pm in the evening.

On school days a pupil cannot work for more than 2 hours. This usually consists of an hour from 7.00 am until the start of school and any one-hour between the end of school and 7.00 pm. Alternatively they could work for 2 hours after school (but before 7.00 pm) provided that they did not work in the morning. They cannot work for more than 12 hours in any week they are required to attend school.

On Sundays no more than 2 hours.

On Saturdays and holidays 8 hours, if they are over the age of 15 years, 5 hours if they are under the age of 15 years. Pupils must have a one hour break after 4 hours.

In any week during school holidays no more than 35 hours if they are **over** the age of 15 years. No more than 25 hours if they are **under** the age of 15 years. All pupils must have 2 consecutive weeks holidays, during school holiday time, from any employment.

What do I need to do to employ a pupil?

You need to apply for a Certificate of Employment for each pupil. Application forms are available from the Pupil Welfare Service - address overleaf.