

Application forms are available online at www.blackpool.gov.uk (search on child employment) or from the Child Employment Officer (see contact details overleaf).

The form needs to be completed by your employer and your parent/guardian. The form should then be returned, with a copy of your birth certificate, to the address shown on the form.

Why do you need a Certificate of Employment?

It is essential that you obtain a Certificate of Employment so that you receive the protection of the employment regulations. Without a Certificate, it is unlikely you would be covered by the employer's insurance.

The employer must:

- carry out a risk assessment about the work that they want you to carry out and discuss this with you and your parent/guardian.
- Ensure appropriate insurance cover is provided.
- Make sure you have the proper clothing and footwear suitable for the work.

How long does a Certificate of Employment last?

The Certificate lasts as long as your job does. If you change jobs or change your hours of employment, you need to let us know. If you stop working, you also need to tell us. Once you reach compulsory school leaving age, you will no longer need an Employment Certificate. The law has fixed the school leaving date as the last Friday in June of the school year in which you reach 16 years of age.

Where can you obtain further information?

The part time employment of pupils in Blackpool is governed by the Council's Employment of Children Byelaws. Copies of the Byelaws, and any further information relating to the part time employment of pupils, can be obtained by contacting the Child Employment Officer.

Tel: (01253) 476578

Email: childemployment@blackpool.gov.uk

**Website: www.blackpool.gov.uk
(search on child employment)**

Children and Young People in Employment Advice for Pupils and Parents

Guidance and information relating to the part time employment of pupils



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Blackpool Council

Young people of compulsory school age often like to supplement their pocket money by taking on a part-time job. There are many positive things about working. It encourages independence, responsibility and experience of money management. However, there are local rules and regulations to be observed regarding the employment of pupils. This leaflet explains some of those rules and tells you where you may obtain more information if you need it.

What is work?

The answer to this might seem obvious, but basically a pupil is employed if he/she assists in any trade or occupation carried on for profit. It does not matter whether the pupil is paid or not for the work, or whether the pupil is assisting his/her own parents in their business.

How old do you 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.

Are there any jobs you cannot do?

The local Child Employment Byelaws lists occupations which a pupil cannot perform. These include: -

- operating machinery
- preparing meat for sale
- delivering milk
- working with donkeys
- dealing with chemicals
- work in a commercial kitchen
- industrial work
- work in any part of a factory
- work in a bar or pub

This is not a complete list. If you are in any doubt about your child's employment, please seek advice from the Child Employment Officer.

What hours can you work?

You cannot work on any day before 7.00 am in the morning or after 7.00 pm in the evening.

On school days you 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 you could work for 2 hours after school (but before 7.00 pm) provided that you did not work in the morning.

You cannot work for more than 12 hours in any week you are required to attend school.

On Sundays no more than 2 hours.

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

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

What happens if you appear on stage or on TV?

There are separate regulations for children who are involved in the field of entertainment. Please contact the Child Employment Officer for more information.

What do you need to do if you want to work?

Once you have been offered a job, your employer needs to apply for a Certificate of Employment for you.