

Ref: Year 8 Child Employment
Contact: Child Employment and Performance Officer
Date: September 2019



Children and Adults – learning and caring directorate

Attendance Advisory Service to Schools and Academies

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Director: Ian Sutherland

Dear Parent/Guardian,

The Attendance Advisory Service at Medway Council are writing to the parents/guardians of all 13 year old children informing them of legislation concerning Child Employment and what they need to know should their child wish to engage in part-time work while still at school. The law is there to prevent accidents and ensure that children are safe and able to benefit fully from their education.

The law states that all children from the date of their 13th birthday are permitted to engage in 'light work' such as newspaper delivery or work in a shop, office or café. However, there are restrictions and rules to the type of employment and number of hours they are allowed to work. This applies even if the child is working for a parent or relative, or if the employment is paid or voluntary.

Once the child has found work, the employer **must** apply for a **Work Permit** using application form which can be found on the Medway Council website or is available from the Child Employment Officer within the Attendance Advisory Service. The form states the type and number of hours a child will work and must be countersigned by the parent or guardian as well as the child and employer.

Please note:

- A work permit is free of charge to obtain from the local authority where the employment will be taking place.
- The work permit only applies to one particular job. If a child changes employment or type of work they must apply for a new permit.
- A permit can be revoked by the Child Employment Officer if it is believed that:
 - a) the type of work or hours of work differs from what was stated on the application or
 - b) work is interfering with the child's school work, attendance or punctuality or general wellbeing
- If a child is working without a permit, they are working illegally. This may mean that should an accident occur they are not covered by any insurance and the employer could be prosecuted in a Court of Law.
- Medway Council is unable to provide any details of available work placements or help any child obtain employment.

If you wish to obtain any further information please refer to the Medway Council website or contact the Child Employment and Performance Officer at childperformance@medway.gov.uk

Yours sincerely

A handwritten signature in black ink that reads 'C Clarke'.

Christine Clarke

Team Manager

Attendance Advisory Service to Schools and Academies