

Ref: Year 8 Child Employment  
Contact: Child Employment and Performance  
Officer  
Date: 2021-2022

**Children and Adults – learning and caring directorate**  
Attendance Advisory Service to Schools and Academies  
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**Director of People: Dr Lee-Anne Farach**

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 13<sup>th</sup> birthday are permitted to engage in 'light work' such as newspaper delivery, 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 **Child Employment Permit** using the 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 must be completed by the employer and states the type of work and number of hours a child will be employed and must be countersigned by the parent or guardian as well as the child.

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 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 schoolwork, attendance, punctuality, or general wellbeing
- If a child is working without a permit, they are working illegally. This may mean that the company could be held liable to prosecution, also, should an accident occur the child is not covered by any insurance.
- 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](#), the National Network for Children in Employment or Entertainment (NNCEE) [website](#) or contact the Child Employment and Performance Officer at [childperformance@medway.gov.uk](mailto:childperformance@medway.gov.uk)

Yours sincerely,



Christine Clarke  
Team Manager  
Attendance Advisory Service to Schools and Academies