

What your employer must do

When you get a job, your employer must undertake a Risk Assessment and give a copy to your parent/carer and must ensure you get a work permit.

Employing you without a work permit is an offence and your employer may be prosecuted. You may also not be covered by the employer's insurance if you are illegally employed.

Work Permit Application Forms

are available from

The County Attendance Team

telephone: **01865 323513**

or on the website at:-

<https://www.oxfordshire.gov.uk/cms/content/employing-children>

The form needs to be completed by the Employer offering you the job and your parent/carer and returned to The County Attendance Team for processing.

Once the work permit has been completed, it will be sent to the Employer who should get you to sign it and tell you to keep it with you when working. The Employer then needs to sign the reply slip and return this to the County Attendance Team as confirmation that the work permit has been issued to you.



Where can I find help?

The County Attendance Team

Telephone: **01865 323513**

Email:
childperformancelicence@oxfordshire.gov.uk

The County Attendance Team

Got a Part Time Job?



Make sure you are not employed illegally.

There are some important things you should know...

When can I get a job?

You can work in a regulated job after your 13th birthday, but you **must** have a work permit.

How many hours can I work?

Ages 13-14		Ages 15-16	
Term Time – Not more than 12 hours a week. School Days – 1 hour before school or up to 2 hours after school, but no more than 2 hours in total on school days.			
Saturdays			
Between 7am and 7pm, but no more than 5 hours a day.		Between 7am and 7pm, but no more than 8 hours a day.	
Sundays			
Between 7am and 7pm, but no more than 2 hours.			
School Holidays			
Between 7am and 7pm but no more than 5 hours a day and 25 hours a week.		Between 7am and 7pm but no more than 8 hours a day and 35 hours a week.	

On any day you must not work more than 4 hours without a 1 hour break. You must have **2 weeks** free from work during the school year.

What kind of jobs can I do?

You can do many jobs so long as they are 'light duties' only. Those included are:

- working in a shop
- delivering newspapers
- working in hairdressing salons
- working in an office
- working with animals
- light cleaning jobs

What kind of jobs can I not do?

Some jobs are illegal for all children and you cannot do any of the following jobs:

- work in a pub (except washing up or serving food)
- work in factories or any industrial undertaking
- work in a commercial kitchen cooking or food preparation (Chip Shop, takeaway or restaurant)
- collecting money door-to-door
- work more than 3 metres above the ground

There are other prohibited jobs and you must not be employed at any time during your normal school day.



These rules apply to jobs in a business, even if you don't get paid. This includes working in a parents' business. The rules do not apply to jobs like babysitting or dog walking or anything else for family or friends where you (the child) is self employed.

These rules apply until the last Friday in June of Year 11, they don't finish as soon as you are 16.