

# At school and looking for part-time work?

Wolverhampton's  
Safeguarding Service  
for young people



[wolverhampton.gov.uk](http://wolverhampton.gov.uk) 01902 551155

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City of Wolverhampton Council, Civic Centre, St. Peter's Square,  
Wolverhampton WV1 1SH



### How old do I have to be to work part-time?

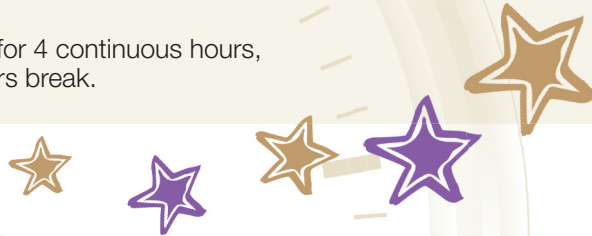
You have to be 13 years old to be able to work part-time.

### When can I work?

Age	When	How long
13 & 14	School Days	Not more than 2 hours a day outside school hours
	Saturdays	5 hours
	Sundays	2 hours
	School Hols	5 hours a day – maximum 25 hours in any week
15 & 16	School Days	Not more than 2 hours a day outside school hours
	Saturdays	8 hours
	Sundays	2 hours
	School Hols	8 hours a day – a maximum of 35 hours in any week.

No more than 12 hours in a school week (including weekends) whatever your age.

When you have worked for 4 continuous hours, you are entitled to 1 hours break.



### What do I need when I start work?

Your employer must register with your local authority, in order to obtain a work permit for you.



### Why do I need to be registered for work?

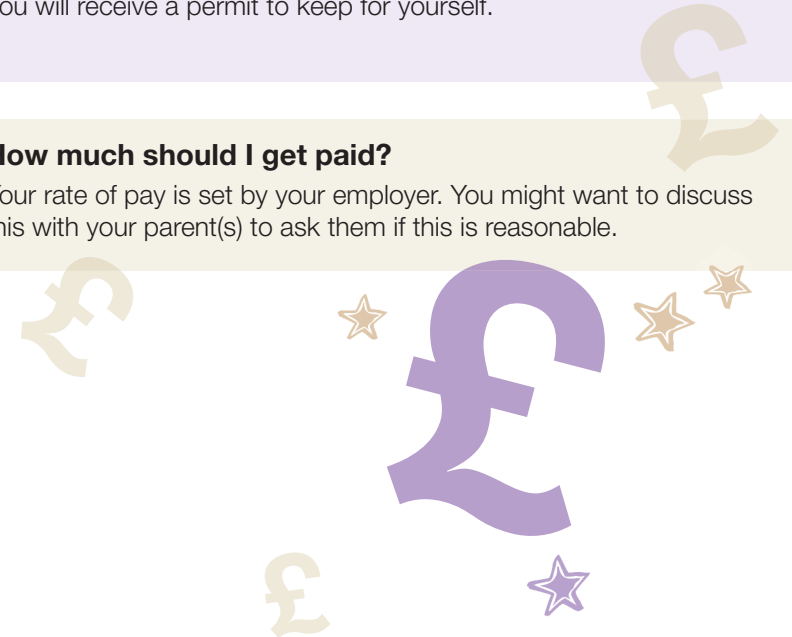
Because the law says so, and also because you may not be insured against accidents otherwise.

### How will I know if my employer has registered me?

You will receive a permit to keep for yourself.

### How much should I get paid?

Your rate of pay is set by your employer. You might want to discuss this with your parent(s) to ask them if this is reasonable.



## Are there any jobs I'm not allowed to do?

### Places you can't work

- ✗ In a pub or club
- ✗ In an amusement arcade or fairground
- ✗ In a betting shop
- ✗ In a warehouse or factory
- ✗ In a slaughterhouse
- ✗ On a building site
- ✗ In a kitchen or chip shop
- ✗ On a street
- ✗ In a theatre, cinema or disco  
*(unless you are licensed to perform there)*

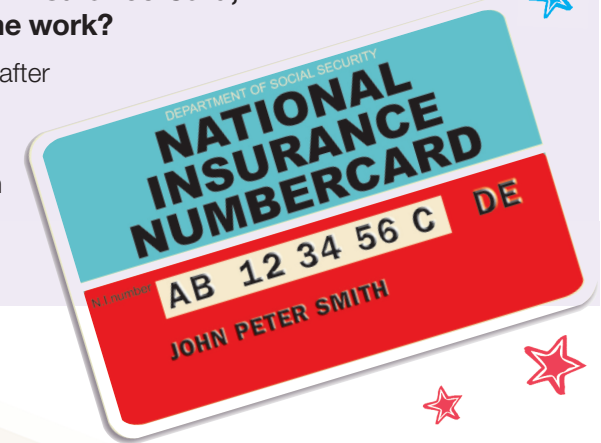
### Jobs you can't do

- ✗ Sell alcohol
- ✗ Sell cigarettes and medicines
- ✗ Be involved in gambling
- ✗ Selling on a street
- ✗ Delivering milk
- ✗ Door to door sales work
- ✗ In telephone sales
- ✗ Using dangerous machinery
- ✗ Any job which may cause you harm or injury

## I've received a National Insurance Card, when can I start full-time work?

You can only work full-time after you've officially left school.

This is after the last Friday in June in the school year in which you reach your 16th Birthday (usually year 11).



## Can I be stopped from working?

**Yes!!!**

Your employer will be told to end your job if;

- You don't attend school
- You're late for school
- Your school work suffers
- Your health suffers



### Important things to remember

- Your employer is responsible for your health, safety and welfare when you are working.
- Your employer must provide protective clothing where necessary.
- These rules apply to jobs in a business, even if you don't get paid and even if you're working for your parents' business. The rules do not apply to jobs like babysitting or work you do for neighbours where there is no commercial business involved.
- If you are already working and feel that your employer is not employing you in accordance with the law, or that you are being unfairly treated, then speak to your parents and ask them to ring the **Child Employment Officer** on **01902 555233**.
- Don't forget – be careful and sensible yourself!



### Is there anything else I should know?

The details in this leaflet are the general rules of child employment. If you want any more information about starting part-time work, please contact:

#### Child Employment Officer

Wolverhampton City Council  
Priory Green Office  
Whitburn Close  
Pendeford  
Wolverhampton  
WV9 5NJ

*Tel:* **01902 555233**

*Fax:* **01902 553048**

*Email:* **childemployment@wolverhampton.gov.uk**

**www.gov.uk/child-employment**

