

Child Employment Officer  
Safeguarding Team  
Priory Green Building  
Whitburn Close  
Pendeford  
Wolverhampton  
WV9 5NJ

## **All Parents of Year 8 pupils**

**Contact:** Donna Hulme      **Date:** As postmark      **Our Ref:** Year 8 Letter  
**Telephone:** (01902) 555233      **Email:** child.employment@wolverhampton.gov.uk

Dear Parent/Guardian,

### **Child Employment**

City of Wolverhampton Council are adopting a policy of writing to the parent/guardian of all 13 year old children informing them of legislation concerning Child Employment and what they need to know should their child wish to take on 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 or work in a shop, office or cafe.

However, there are restrictions on the amount of hours they are permitted to work and the types of work they are allowed to do. This applies even if the child is working for a parent/relative or the employment is paid or voluntary. The amount of permitted hours remains the same until the child reaches their 15<sup>th</sup> birthday. Though the types of work remain the same until the child leaves school (Compulsory Education - last Friday of June in Year 11).

Once the child has found work, the employer **must** apply for a **work Permit** (EC1) from the Child Employment Officer at the Council. The form states the type of and hours a child will work. This form must be countersigned by the parent/guardian before returning to the Council.

Permits are free of charge, are never refused providing the types of work and hours are safe and legal and will not interfere with the child's education.

#### **Please note:**

- The permit only applies to a particular job, if a child changes employer 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 the type of work differs from what was stated on the application form or the work is interfering with the child's school work or punctual attendance.
- If a child is working without a permit, they are working illegally, not only does it mean that should an accident happen it is extremely unlikely they will be covered by any insurance but also the employer could be prosecuted in a Court of Law.

More information can be found by visiting the City of Wolverhampton Council websites, e-mailing the Child Employment Officer at [child.employment@wolverhampton.gov.uk](mailto:child.employment@wolverhampton.gov.uk) or by telephoning the Child Employment Officer on (01902) 555233.

Yours sincerely,

**Child Employment Officer**  
City of Wolverhampton Council