

The Basics

- ✓ The youngest a child can work for you on a part time basis is 13 years old.
- ✓ Children can only work full time once they have reached the maximum school leaving age.
- ✓ Children under 16 years old are not entitled to the national minimum wage.
- ✓ Children who are under 18 must earn at least £4.81 per hour. If they earn more than £120 per week you must run normal PAYE tasks such as making deductions.

Restrictions on employing children

There are several restrictions on when and where children are allowed to work.

Children are not allowed to work:

- ✓ without an employment permit issued by the education department of the local council, if this is required by local bylaws
- ✓ in places like a factory or industrial site
- ✓ during school hours
- ✓ before 7am or after 7pm
- ✓ for more than one hour before school (unless local bylaws allow it)
- ✓ for more than 4 hours without taking a break of at least 1 hour
- ✓ in any work that may be harmful to their health, well-being or education
- ✓ without having a 2-week break from any work during the school holidays in each calendar year

Term time rules

During term time children can only work a maximum of 12 hours a week. This includes:

- ✓ a maximum of 2 hours on school days and Sundays
- ✓ a maximum of 5 hours on Saturdays for 13 to 14-year-olds, or 8 hours for 15 to 16-year-olds

School holiday rules

During school holidays 13 to 14-year-olds are only allowed to work a maximum of 25 hours a week. This includes:

- ✓ a maximum of 5 hours on weekdays and Saturdays
- ✓ a maximum of 2 hours on Sunday

During school holidays 15 to 16-year-olds can only work a maximum of 35 hours a week. This includes:

- ✓ a maximum of 8 hours on weekdays and Saturdays
- ✓ a maximum of 2 hours on Sunday

By law a worker aged 16 or 17 cannot work more than 8 hours in one day and work no longer than 40 hours per week.

- ✓ They must have at least 30 minutes break time if they work more than 4.5 hours a day.
- ✓ They must have 12 hours of rest within a 24-hour period.
- ✓ 48 hours' (2 days) rest taken together, each week or – if there is a good business reason why this is not possible – at least 36 hours' rest, with the remaining 12 hours taken as soon as possible afterwards.

At 18 employment rights and rules apply.

Local rules on the types of work children can do

- ✓ Local bylaws list the jobs that children cannot do. If a job is on this list, a child under the minimum school leaving age cannot do this work.
- ✓ Local bylaws may also have other restrictions on working hours, conditions of work and the type of employment.
- ✓ Contact your local council's education department or education welfare service for more information.

Payment when Employing Children

Children under 16

- ✓ School-aged children are not entitled to the National Minimum Wage.
- ✓ Children under 16 do not pay National Insurance, so you only need to include them on your payroll if their total income is over their Personal Allowance. The standard Personal Allowance is £12,570, which is the amount of income you do not have to pay tax on.

Once someone reaches 16

- ✓ Young workers aged 16 to 17 are entitled to at least £4.81 per hour.
- ✓ If you're a registered employer, you'll need to record and report their pay as part of running payroll. If they earn more than £123 a week, you'll also need to do other regular PAYE tasks like making deductions.