

## HOW DO I GET A WORK PERMIT?

First, get an application form. You can get one from your school, local library or your employer. The form is easy to complete:

1. Fill in your own details in Part A
2. Your parent or carer has to agree to you doing the work. If they do agree, get them to fill in and sign the bottom of Part A of the form. This also involves them agreeing to you having a medical examination if required. Normally no medical will be required, but if it is then Education Services will let you know. If you refuse to have a medical then Education Services can refuse to give you a work permit.
3. Give the application form to your employer. Your employer fills in Part B in addition to all the details on the form your employer has to certify that the "risk assessment" has been carried out. This is explained in the "Notes for Employers".
4. The employer then returns the form to Children and Young People Support, Education Services, City Chambers, 40 John Street, Glasgow G1 1JL.
5. Education Services will contact your Guidance Teacher who will fill in the remaining part of the form - but only if he/she is happy that the job won't interfere with your school work or cause other problems. If the Guidance Teacher has concerns about the job he or she can discuss this with you.

Remember, by law the application form must be sent in within seven days of you starting work so don't delay in getting all these things done. You do not have to wait until you start working - it can speed things up if you know you are starting a job to apply for a permit in advance. Apply early if you are going to take up a job during the school holidays.

If you change jobs (even with the same employer) you need a new employment permit. You must fill in a new application form for the new job you are doing. If your employer refuses to fill in an employment permit application form you must stop working for them. What they are doing is illegal and may well be dangerous for you. Tell your Guidance Teacher about this immediately.

## NOTES FOR EMPLOYERS

**By law you must only employ a child (e.g. anyone under 16) in accordance with an employment permit issued to them.**

**It is your responsibility to apply for a permit within seven days of employing a child.**

**Permits are non transferable, so if the child shows you a permit from a previous job this does not excuse you from having to apply. If the job changes you should apply to have the permit amended - contact Education Services.**

**In completing the application form the employer has to certify that an "appropriate risk assessment" has been carried out.**

**Employers have to satisfy themselves as to what constitutes an appropriate risk assessment, but as a general indication the more hazardous the employment the more rigorous the assessment should be.**

**Risk assessment involves thinking about the nature of the job and identifying risks e.g. aspects of the job which could cause injury or harm to the child or to other people (for instance the risk of back injury in a job involving lifting). Once risks have been identified you should then consider ways to reduce these risks (for instance using a trolley to move goods instead of carrying them by hand). Employers should consult specialist health and safety at work publications if in doubt.**

This leaflet explains the provisions of the Glasgow City Council Byelaws on the Employment of Children 1998. The Byelaws came into force in June 1999. Employers should be aware that this is in addition to all other legislation regulating the employment of children and on safety in the work place. Employers have to satisfy themselves that the employment in question satisfies all other legal requirements. The fact that an employment permit has been issued to a child does not guarantee that the employment is lawful, just that it does not violate the terms of these Byelaws.

In cases of doubt employers should seek independent legal advice.

Finally, while every care has been taken in the preparation of this leaflet it should be noted that it does not form a definitive statement of the law. Glasgow City Council accepts no liability for any loss or harm caused by reliance on its contents.

Additional copies of this leaflet and application forms can be obtained from the address below. Queries concerning employment permits and completed application forms should be returned to:

**Children and Young People Support  
Education Services  
Glasgow City Council  
City Chambers  
40 John Street  
Glasgow G1 1JL**

**Phone 0141 287 7477**

**[www.glasgow.gov.uk](http://www.glasgow.gov.uk)**

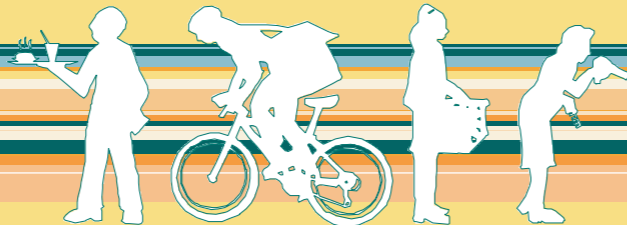


at school?  
got a job?

**THE RULES.**

**January 2016**

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**In 1999 new laws covering the employment of children in Glasgow came into force. The byelaws apply to all children aged under 16 who have not reached their statutory school leaving date and who work or want to work in the City of Glasgow. It does not matter where you live, where you go to school, or where the employer is based. The Byelaws apply to all employment of under 16 year olds, even if you are not paid for the work.**

### **WHO HAS TO APPLY FOR AN EMPLOYMENT PERMIT?**

Any child under 16 employed in the City of Glasgow has to have an employment permit. It is up to your employer to apply for the employment permit within one week of you starting work.

The Byelaws are there to protect you at work so it is in your own interests to make sure your employer does this. Your employer may be committing a criminal offence if he or she employs you without applying for an employment permit covering you to do that job.

### **WHAT AM I ALLOWED TO DO?**

#### **WHAT AM I NOT ALLOWED TO DO?**

Some work is forbidden altogether and no child under 16 is allowed to do this work at all. Remember that it is illegal for your employer to ask you to do such work.

The law states that children under 16 may only ever be employed doing "light work". This means that you must not do anything likely to cause problems for your health and safety, or which interferes with your attendance at school, or which makes it more difficult for you to benefit from school (for instance because you are too tired to concentrate in class or have no time to do homework).

### **WHAT AM I ALLOWED TO DO ?**

The type of work you are allowed to do depends on how old you are.

#### **If you are less than 10 years old**

- you are not allowed to be employed at all

#### **If you are aged 10, 11 or 12**

- you may only be employed by your parents/ carers doing light gardening or farming work, and only occasionally

#### **If you are aged 13**

- you can be employed by your parents and other people doing light gardening or farming work.
- you can deliver newspapers (but you need to be supervised by an adult if you collect money)
- you can do light work in shops (including shelf stacking), hairdressing salons, offices, cafes and restaurants, riding stables or hotels
- you can wash cars at people's homes

#### **If you are aged 14 or 15**

- you can do any light work (including all the types mentioned for 13 year olds) unless it is on the list of jobs which children are not allowed to do
- you can engage in street trading but only if you also have a separate Street Trader's Licence for this (for details on Street Trader's Licences contact Legal Licensing, Corporate Services, Glasgow City Council, City Chambers, George Square, Glasgow G2 1DU)

**IF YOU ARE AGED 16 OR OVER AND STILL AT SCHOOL, YOU DO NOT NEED A PERMIT.**

### **WHAT HOURS CAN I WORK?**

This is not covered in the new Byelaws, but is subject to national Regulations called the Children (Protection at Work) Regulations 1998. The basic rules are that you are only allowed to work:

- between 7am and 7pm (but you are not allowed to work during school hours on days you have to be at school)
- for up to 2 hours on a school day (but only for one hour before school)
- for up to 2 hours on a Sunday

#### **And if you are under 15 years old**

- for up to 5 hours on any other day (e.g. Saturdays, school holidays)
- for up to 8 hours on any other day if you are aged 15
- for up to a maximum of 25 hours in any week when you don't have to attend school

#### **And if you are under 16 years old**

- for up to 8 hours on any other day
- for up to a maximum of 35 hours in any week

You must be allowed a rest break of one hour in any day where you work for more than four hours.

The law also says that you must have at least a two week period in every year when you are not at school and do not do any work.

### **YOU ARE NOT ALLOWED TO:**

- work in a cinema, theatre, disco, dance hall or nightclub (except for a show involving only children or as a licensed performer)
- sell or deliver alcohol (except in sealed containers)
- deliver milk or fuel oils
- work in a commercial kitchen
- collect or sort rubbish
- work up high (which means more than 3 metres above the floor or the ground)
- do anything exposing you to harmful chemicals and the like
- collect money or do other things involving going from door to door (unless under adult supervision)
- be exposed to "adult material"
- work in telephone sales
- work in a slaughterhouse or other place where livestock is killed or meat prepared for sale
- work as an attendant at a fairground or amusement arcade
- work in a nursing home or care home looking after people (unless under adult supervision)
- do any work which is not what the law calls "light work"
- Work for more than one hour before school
- Work out of doors, unless you are wearing suitable clothes and shoes. Your employer is not obliged to provide these but if you do not have suitable clothes and shoes yourself it is against the law for your employer to employ you to work outdoors without them
- Be employed to do anything not covered by your employment permit
- Carry out street trading unless you also have a Street Trader's Licence

