

CHILD EMPLOYMENT RESOURCES PACK



Introduction

This pack has been designed to provide resources to deliver PSHE lessons and year group assemblies for Years 8 to 11 on child employment. It is hoped that anyone will be able to use whichever resources are most appropriate for the school, class, and desired objectives, in whatever combination they deem most suitable. To make life easier, a suggested lesson plan for a one hour lesson is included which can be adjusted to fit lesson periods of a different length, or multiple lessons and to accommodate pupils of differing ages and abilities. Extension activities are also included.

Lincolnshire County Council's Child Employment Team produced electronic copies of the Children in Employment information leaflets for employers and pupils. If you wish to hand out copies of the information leaflets for young people and give out work permit application forms, you can download them from www.lincolnshire.gov.uk Or you can email: CEE@lincolnshire.gov.uk, telephone: 01522 782 030 or write to: Lincolnshire County Council, Holmeleigh, Foundry Street, Horncastle, LN9 6AQ

Please note that child employment legislation applies to all children of compulsory school age (until the end of Year 11). This was not affected by the legislation effective from 2013, which meant young people must stay on in learning beyond 16.

The key aim is for pupils to know they need a work permit to do most jobs whilst at school.

What resources are available?

1. Lesson plan – for a suggested one hour period, plus extension work. Can be adjusted to fit different time scales or extended to be spread over several lessons.
2. Child employment presentation - this can be used for a 15 to 20 minute assembly or combined with other resources as part of a PSHE/citizenship lesson (see lesson plan).
3. Notes for child employment presentation. Slide by slide explanation.
4. Hazard and risk exercises –three different exercises for various jobs, which can be altered to fit any suitable job with the addition of an appropriate picture.
5. Word search plus answers – could be used as a settling down exercise or as otherwise appropriate.
6. Multi choice child employment quiz with a separate answer sheet for guidance.
7. Ryan's story - a true life story of a young paper boy killed whilst delivering newspapers.
8. Ryan's story has a question paper to use to form a discussion about the story.
9. Child employment Year 11 presentation – includes extra material including some historical background regarding the exploitation of children in Victorian times, plus an over view of current legislation concerning tax/national insurance/minimum wage that apply after Year 11.
10. Notes for child employment Year 11 presentation - a slide by slide explanation.
11. Lincolnshire County Council form to apply for a work permit.
12. Children in employment – pupil information leaflet.
13. Children in employment – employer information leaflet.

Child employment lesson plan

Key aim:

For pupils to know that they need a work permit to do most jobs (paid or unpaid) whilst they are still at school (of compulsory school age).

Objectives:

- to understand the laws about part time employment for school age children
- to consider and evaluate appropriate part time employment whilst at school
- to understand health and safety issues relevant to various jobs
- to understand the need for a work permit and be able to apply for one.

Resources:

- copies of word search for each pupil if using as a settling down exercise
- laptop/projector/memory stick
- child employment PowerPoint plus notes
- whiteboard, pens for brainstorming session
- copies of hazards and risks exercises for several different jobs in sufficient quantities for number of pupils/pairs/groups as required
- copies of work permit application form for each pupil
- copies of child employment quiz for each pupil (or pairs) plus copy with answers
- copies of Ryan's story sufficient for each pupil or pair of pupils
- copies of information leaflet Child Employment A Guide for Young People for each pupil.

Lesson plan:

1. Settling down exercise if required – child employment word search.
2. Introduce the topic of child employment – paid and unpaid, why it is relevant to this year group. **(three minutes)**
3. Child employment PowerPoint slides one to six (hours you can work) – notes for information covered can be found in the notes for PowerPoint document. **(three minutes)**
4. Class brain storm. Class to suggest jobs that would be suitable for them. Write up on white board. Notes - additional document on permitted jobs and jobs that are not permitted. **(10 minutes)**
5. PowerPoint slides seven to nine. See notes. **(three minutes)**
6. Further discussion on risks and dangers for various jobs. Employers must carry out a 'risk assessment' listing all the dangers and how to avoid them. Hazard and risk exercise – students working in pairs/groups work on one or two or three of the hazards and risks sheets discussing risks and ways of reducing the risks. (You can create additional sheets for other jobs if preferred). **(15 minutes)**

7. PowerPoint slides 10 to 14. See notes. **(three minutes)**
8. Multi choice child employment quiz. Pupils to circle correct answers, working individually or in pairs. **(10 minutes)**
9. Time to give correct answers to class – see multi choice quiz answers' sheet. **(five minutes)**
10. Alternative/extension work – Ryan's story. In pairs/groups, pupils to read Ryan's story and answer the questions. The correct answers are noted in italics on the sheet. **(10 minutes)**
11. Hand out information leaflet Child Employment a Guide for Young People and copies of Lincolnshire County Council application for a work permit form for pupils to keep.
12. Addendum if appropriate and time allows: PowerPoint slides 15. Reminder to students taking part in performances that they need performance licences – see notes. **(five minutes)**

Notes to child employment PowerPoint

These notes are intended to provide you with the information required to deliver the PowerPoint presentation, as part of a PSHE or citizenship lesson, or as a year group assembly as a suggested script.

Used as a year group assembly, to deliver current information on child employment, it takes approximately 15 minutes. It can also be interspersed with other exercises from the resources provided; see lesson plan for a lesson of approximately one hour.

If further information is required when planning to use this PowerPoint, please contact the Child Employment Team at Lincolnshire County Council on 01522 782 030 or CEE@lincolnshire.gov.uk.

Slide one - title page

Slide two – The Employment of Young People and the Law

During the Victorian era, most children worked. They worked in factories especially in the cotton and weaving mills in the north. Children were employed to crawl under the machines whilst they were still moving, to clear dust and fluff and broken threads. There were frequent injuries where children lost fingers, limbs.

Children were also employed working down the mines all day. They were employed to open and close the shaft door when the men pushed the trucks full of coal through.

Children as young as four or five were sold to work for chimney sweep masters by climbing up the chimneys and brushing the soot down. Many were killed, falling out of the chimney or off the roof. They sometimes got stuck. All suffered cuts and grazes to their knees and elbows when they started. Their master rubbed salt into the raw wound to toughen up the skin.

The Factory Act of 1920 stopped much of this and other Acts of Parliament meant that children had to go to school until they were 12.

Slide three- the law

The law is there to protect you whilst you are working. It is there to protect your health, your education and your moral welfare. It does this by restricting the type of job you are allowed to do, and the hours you are allowed to work. It makes the employer responsible for following the law. The local authority can prosecute employers who break the law. No-one can be employed until they are 13 years old.

Slide four – Definition of employment

Definition according to the Children and Young Persons Act 1933.

DCSF's view, unpaid work at a charity shop would count as employment, but not, for example, unpaid work at a youth club.

Slide five – Benefits of part time work

The obvious benefit to working part time or during the holidays is the potential money that can be earned. Most young people decide to get work because they want the money, so they can

pay for their own phone, music downloads and the latest clothes etc, rather than have to ask their parents.

But there are other benefits. Being at work is quite different to being at school. You have to be able to get on with all your work colleagues and your boss. You may have to deal with the customers and will have to be polite and helpful, even if they aren't. You may have to work on your own, or as part of a team all of which require different social skills.

Working part time can be a useful extra work experience, in addition to the work experience you do through the school. Then if you do a good job, turn up on time, your employer will probably give you a reference, which will be useful when you apply for a college place or a full time job when you leave school.

Slide six – hours you can work

Young people can work for up to two hours a day on a school day, either one hour before school and one hour after school, or two hours after school.

On a Saturday and during the holidays, 13 and 14 year olds can work up to five hours. Fifteen and 16 year olds can work up to eight hours. The maximum number of hours you can work on a Sunday is two.

Overall young people can only work a total of 12 hours per week during term time, although they can do more hours during the school holidays.

But most importantly you must not start work before 7am and must be finished by 7pm.

Slide seven - work you can do

There is a list of specific jobs that 13 year olds are allowed to do. Children who are 14 and over can do other jobs provided they are light work. Some examples of the sort of jobs you can do are:

- newspaper delivery
- washing up
- shop work
- waiting on tables in a café or restaurant
- office work
- hairdressing. (see supplementary sheet for additional jobs)

Slide eight - work you can't do

There are a lot of jobs that the law does not allow you to do. They may be dangerous or just unsuitable:

- pub/bar work – you are not allowed to serve alcohol
- in a cinema, not even in the kiosk selling sweets - working in a cinema you may see inappropriate films
- commercial kitchen - these are very dangerous places, with hot fat, sharp knives, and fancy coffee machines, which you may come into contact with. Most accidents that happen to young people happen whilst they are working in commercial kitchens
- refuse work
- milk delivery (see supplementary sheet for additional jobs)

Slide 9 - you need a work permit

Does anyone already have a part-time or holiday job? (hands up)
Do any of you have a work permit? (hands up)

Slide 10 - if I don't have one?

All those who have jobs but do not have a work permit are working illegally, and will not be covered by your employers' liability insurance. This means that if you have an accident and want to make a claim for compensation, the insurance company will not pay out.

You will need a work permit right up to the end of Year 11, even when you are 16.

How do you get one?

Pick up an application form from the school office/head of year; get your employer to complete it and your parents to sign it. Then your employer should send it to the Child Employment Team at Lincolnshire County Council.

Slide 11 - your rights

- You have to have a one hour break after you have worked for four hours.
- You are entitled to a safe working environment so your employer has to do a risk assessment.
- You are entitled to two weeks holiday, during the school holidays. Unfortunately it is not paid holiday.
- Unfortunately there is no minimum wage. That only applies to 16 year olds when they leave school at the end of Year 11. Neither is there any sick pay or pension entitlement.

Slide 12 - performances outside school

Taking part in performances (including modelling work) outside school, both paid and unpaid are also covered by special legislation to stop children being exploited and make sure their health, education and moral welfare does not suffer.

Children who take part in dance shows, youth theatre groups, amateur dramatic shows, TV shows and commercials, feature films or to be a model will in most cases need a performance licence. You may not be covered by insurance if you do these things without a performance licence. Contact the Child Employment Team at Lincolnshire County Council on 01522 782 030 or CEE@lincolnshire.gov.uk for more information.

Slide 13 - remember

Your schoolwork must not suffer. If you are too tired to come into school or keep up with your homework, your work permit may be withdrawn.

Stay safe, and take note of the information your employer gives you about not taking any risks.

Make sure you get a work permit.

Slide 14 - further information

Contact the Child Employment Team at Lincolnshire County Council on CEE@lincolnshire.gov.uk or telephone 01522 782 030

Jobs children can and cannot do

Children aged 13 years are only permitted to do the following sort of light work:

- light agricultural or horticultural work
- delivery of newspapers, journals and other printed materials
- shop work including shelf stacking
- in hairdressing salons
- office work
- car washing by hand in a private residential setting
- in a cafe or restaurant
- in riding stables
- domestic work in hotels or other places offering accommodation.

Children aged 14 until the end of Year 11 can do any sort of light work. However there are some types of places and jobs which they are not allowed to work in. For example children are not allowed to work in the following jobs/areas:

- serving alcohol
- in a warehouse
- in a bookmakers or gaming arcade
- in a cinema, theatre, discotheque, dance hall or nightclub
- in a vehicle mechanic garage
- on a ship
- in painting or decorating
- more than 3m off the ground or floor level
- anything that may involve exposure to harmful chemical, physical or biological agents
- delivering fuel oils
- in a commercial kitchen
- sorting or collecting refuse
- collecting money or selling door to door
- in work involving exposure to adult material or is otherwise unsuitable for children
- in any slaughterhouse or other premises connected with killing livestock or preparing meat for sale
- as an attendant or assistant in a fairground
- in telephone sales
- in the personal care of residents in a residential or nursing home.

Babysitting for payment is not covered by child employment legislation and no work permit is required for it.

Child employment wordsearch

Here is a list of jobs. Only the jobs that you can do are in the word search. There are 11 of them. Can you find them?

newspaper delivery
chef
receptionist
hairdresser
factory worker
shelf stacker
butcher

waitress
barman
office worker
stable hand
builder
cinema usher
telephone sales

refuse collector
gardener
shop assistant
amusement arcade worker
cleaner
mechanic
washing up

F	H	U	I	W	T	C	S	X	C	Y	E	W	K	L
G	Y	U	A	R	L	Q	B	L	I	R	K	S	A	V
B	T	F	V	E	R	K	T	U	J	E	V	S	R	G
A	W	V	A	K	M	G	I	S	D	V	G	H	C	T
D	G	N	U	R	O	P	V	D	S	I	A	E	E	T
Y	E	D	X	O	N	Y	T	N	G	L	R	L	F	N
R	F	R	L	W	N	C	S	A	P	E	D	F	T	A
X	O	E	P	E	N	I	P	H	C	D	E	S	K	T
P	Q	S	S	C	B	U	W	E	V	R	N	T	L	S
T	P	S	L	I	O	B	P	L	Y	E	E	A	D	I
Y	W	E	E	F	A	T	E	B	E	P	R	C	A	S
U	S	R	G	F	I	D	D	A	F	A	E	K	E	S
O	D	D	P	O	S	H	G	T	G	P	D	E	T	A
P	Y	R	N	D	P	L	H	S	M	S	G	R	B	P
G	O	I	S	S	E	R	T	I	A	W	H	Y	Q	O
T	S	A	J	V	T	P	U	S	R	E	Y	J	P	H
T	G	H	B	O	W	A	S	H	I	N	G	U	P	S

Child employment wordsearch

Here is a list of jobs. Only the jobs that **you can do** are in the word search. There are 11 of them. Can you find them?

newspaper delivery

~~chef~~

receptionist

hairdresser

~~factory worker~~

shelf stacker

butcher

waitress

~~barman~~

office worker

stable hand

~~builder~~

~~cinema usher~~

~~telephone sales~~

~~refuse collector~~

gardener

shop assistant

~~amusement arcade worker~~

cleaner

~~mechanic~~

washing up

F	H	U	I	W	T	C	S	X	C	Y	E	W	K	L
G	Y	U	A	R	L	Q	B	L	I	R	K	S	A	V
B	T	F	V	E	R	K	T	U	J	E	V	S	R	G
A	W	V	A	K	M	G	I	S	D	V	G	H	C	T
D	G	N	U	R	O	P	V	D	S	I	A	E	E	T
Y	E	D	X	O	N	Y	T	N	G	L	R	L	F	N
R	F	R	L	W	N	C	S	A	P	E	D	F	T	A
X	O	E	P	E	N	I	P	H	C	D	E	S	K	T
P	Q	S	S	C	B	U	W	E	V	R	N	T	L	S
T	P	S	L	I	O	B	P	L	Y	E	E	A	D	I
Y	W	E	E	F	A	T	E	B	E	P	R	C	A	S
U	S	R	G	F	I	D	D	A	F	A	E	K	E	S
O	D	D	P	O	S	H	G	T	G	P	D	E	T	A
P	Y	R	N	D	P	L	H	S	M	S	G	R	B	P
G	O	I	S	S	E	R	T	I	A	W	H	Y	Q	O
T	S	A	J	V	T	P	U	S	R	E	Y	J	P	H
T	G	H	B	O	W	A	S	H	I	N	G	U	P	S

What do you know about child employment?

Circle the correct answers

1. How many hours a week can you work during the school term?

10 hours 12 hours 25 hours 35 hours

2. What time is the earliest time you can start work?

6am 6.30am 7am 7.30am

3. Do you need a work permit to do babysitting?

yes no

4. You have been offered a job working from 1.00 pm to 6.00 pm on a Sunday. Is this legal?

yes no

5. How many weeks break from work should you have in a year?

one week two weeks three weeks four weeks

6. A close relative owns a shop and you help out. Do you need a work permit?

yes no

7. You work in a shop at the weekend. Your employer asks you to work until 8.00 pm because they are busy. Can you do this?

yes no

8. How many hours can children aged 13 and 14 work on a Saturday?

two hours Four hours five hours eight hours

9. How many hours can a child aged 15 work during school holidays?

12 hours 25 hours 30 hours 35 hours

10. Who would you talk to if you were worried about what your employer was asking you to do? (more than one answer may be correct)

form tutor parents no one friends child employment officer

Score:

What do you know about child employment answer sheet

Answers in red

- 1 How many hours a week can you work during the school term?
10 hours **12 hours** **25 hours** **35 hours**

- 2 What time is the earliest time you can start work?
6am **6.30am** **7am** **7.30am**

- 3 Do you need a work permit to do babysitting?
yes **no**

- 4 You have been offered a job working from 1.00 pm to 6.00 pm on a Sunday. Is this legal?
yes **no**

- 5 How many weeks break from work should you have in a year?
one week **two weeks** **three weeks** **four weeks**

- 6 A close relative owns a shop and you help out. Do you need a work permit?
yes **no**

- 7 You work in a shop at the weekend. Your employer asks you to work until 8.00 pm because they are busy. Can you do this?
yes **no**

- 8 How many hours can children aged 13 and 14 work on a Saturday?
two hours **four hours** **five hours** **eight hours**

- 9 How many hours can a child aged 15 work during school holidays?
12 hours **25 hours** **30 hours** **35 hours**

- 10 Who would you talk to if you were worried about what your employer was asking you to do?
(more than one answer may be correct)
form tutor **parents** **no one** **friends** **child employment officer**

Ryan's story – written by his mother

Ryan was a fun loving typical teenage boy. He loved playing football, climbing trees, being with his friends, and you couldn't separate him from his mobile phone. From the age of 12 he constantly asked me if he could do a paper round like many of his friends. He was very keen to gain his independence and earn his own money. Ryan and his father went into a local newsagent to put his name on their waiting list for employment. When the shop rang to offer him a paper round he was really excited. The only information the shop asked was his name, address and date of birth, and also if he had a bicycle. We were not asked to supply his birth certificate or any other information.

The shop was part of a large newsagent chain. At that time I had no idea what the regulations on child employment were. I was aware that many other children did paper rounds and I trusted that the newsagents would look after my child's welfare. How wrong I was and if only I could turn back the clock. A few months after Ryan started working I went out on the round with him using my car whilst the tyre on his bike was being repaired. I was horrified at how far away from home he was being sent. The round took in several country lanes, one of which was very narrow and wooded. Another had a very dangerous junction. For most of the round it was narrow winding lanes. I parked on the roadside and watched him cross the road to post the paper to the farm on the opposite side. As we drove home I told Ryan he could no longer do the round. He begged me not to stop him from working so I agreed that if he could get another round closer to home on local roads he could continue. They gave him another round much closer to home.

On 13 June 2001 Ryan had a call from the shop asking him if he could do an extra round as one of the paperboys had not turned up. He didn't usually work Wednesdays, I was at work but his father was at home and agreed he could. Ryan was sent on the road I had stopped him from delivering on several months earlier. At almost the exact spot where I had parked my car the day I took him on his round, he was killed. He was hit by a car trying to cross the road to the farmhouse on the opposite side. Ryan had multiple injuries and died in hospital the following day.

When the police officer asked me if I knew the road he was on carried a 60 mph speed limit I was numb. I couldn't believe he could be sent on a road that had a speed limit almost as fast as a motorway. In the weeks that followed Ryan's death I discovered that the newsagents had not registered any children with the local authority for the previous four years. They had not supplied work permits for any child they employed, they did no risk assessments and their managing director admitted to me that they were unaware of the speed of road on which Ryan had died. In fact several roads on the round he was doing that day were 60 mph.

When your child dies it completely changes your life forever. It is a grief that never ends. There is not a single day when I am not affected by Ryan's loss. Although it is now nine years since he passed away, I cannot come to terms with his loss. I feel that he was let down by everyone, including me. This is why I am so determined that there are changes made to the current law to make it safer for children at work. They are the most vulnerable young workers in society yet they are the most unprotected. I believe they are the forgotten workforce.

It would appear that an adult doing the same job gets far more rights and protection than a child. A postman delivering mail has a reflective, weatherproof uniform, a torch, and a cycle helmet if he is on a bike, and a range of safety policies and procedures to protect him from things like dog bites or carrying heavy loads. A child gets none of that because so few employers assess the risk.

I should have taken my concern to the shop at that time but I didn't. I, like many other parents assumed a couple of hours a day working for a 13 year old boy was safe and was good for him to experience work. It was only after Ryan was killed that I discovered that Ryan was working illegally, because he didn't have a work permit. I didn't know what a work permit was, the shop manager never supplied any form or information about a permit. I had never received any information or advice on what type of work or hours my child was able to do.

I will never forget that day in June 2001 when my son, Ryan, was killed whilst doing his paper round. My life changed forever. To lose your child is the most traumatic thing that can happen to any parent.

Ryans's Story Discussion questions (answers in red)

What did the newsagent not ask for?

Proof that Ryan was old enough to work – birth certificate.

What were some of the things that Ryan did that horrified his mum?

Far away from home, winding lanes, dangerous junction, crossing the busy road.

What must the employer do if he takes on a child?

Do a risk assessment and show it to your parents, apply for a work permit for the child from the local authority.

At what age can you start work?

13.

How can you stay safe doing a newspaper round on dark winter mornings?

Wear reflective clothing, make sure your bike has working lights.

What other jobs can you do?

See local authority leaflet.

How can you keep yourself safe doing these jobs?

See local authority leaflet.

Why do you think there are some jobs you are not allowed to do – do you know what these are?

See local authority leaflet.

What is the earliest time you are allowed to start work?

7am - dark mornings, need sleep to be able to do school work well.

What is the latest time you can finish work?

7pm – need rest to do school work, need time to do home work, to be able to enjoy leisure activities.

Notes for Year 11 child employment PowerPoint

These notes are intended to provide you with the information required to deliver the PowerPoint presentation, as part of a PSHE or Citizenship lesson, as a suggested script. It can be used as it is to deliver current information on child employment, with some historical background as to the exploitation of children in Victorian times, plus an over view of legislation concerning tax/national insurance/minimum wage that apply after Year 11. (taking approximately 20 minutes)

If further information is required when planning to use this PowerPoint, please contact the Child Employment Team at Lincolnshire County Council on 01522 782 030 or CEE@lincolnshire.gov.uk

Slide one - title page

Slide two – The Employment of Young People and the Law

During the Victorian era, most children worked. They worked in factories especially in the cotton and weaving mills in the north. Children were employed to crawl under the machines whilst they were still moving, to clear dust and fluff and broken threads. There were frequent injuries where children lost fingers, limbs.

Children were also employed working down the mines all day. They were employed to open and close the shaft door when the men pushed the trucks full of coal through.

Children as young as four or five were sold to work for chimney sweep masters by climbing up the chimneys and brushing the soot down. Many were killed, falling out of the chimney or off the roof. They sometimes got stuck. All suffered cuts and grazes to their knees and elbows when they started. Their master rubbed salt into the raw wound to toughen up the skin.

The Factory Act of 1920 stopped much of this and other Acts of Parliament meant that children had to go to school until they were 12.

Slide three- the law

The law is there to protect you whilst you are working. It is there to protect your health, your education and your moral welfare. It does this by restricting the type of job you are allowed to do, and the hours you are allowed to work. It makes the employer responsible for following the law. The local authority can prosecute employers who break the law. No-one can be employed until they are 13 years old.

Slide four – Definition of employment

Definition according to the Children and Young Persons Act 1933.
DCSF's view, unpaid work at a charity shop would count as employment, but not, for example, unpaid work at a youth club.

Slide five – Benefits of part time work

The obvious benefit to working part time or during the holidays is the potential money that can be earned. Most young people decide to get work because they want the money, so they can

pay for their own phone, music downloads and the latest clothes etc, rather than have to ask their parents.

But there are other benefits. Being at work is quite different to being at school. You have to be able to get on with all your work colleagues and your boss. You may have to deal with the customers and will have to be polite and helpful, even if they aren't. You may have to work on your own, or as part of a team all of which require different social skills.

Working part time can be a useful extra work experience, in addition to the work experience you do through the school. Then if you do a good job, turn up on time, your employer will probably give you a reference, which will be useful when you apply for a college place or a full time job when you leave school.

Slide six – hours you can work

Young people can work for up to two hours a day on a school day, either one hour before school and one hour after school, or two hours after school.

On a Saturday and during the holidays, 13 and 14 year olds can work up to five hours. Fifteen and 16 year olds can work up to eight hours. The maximum number of hours you can work on a Sunday is two.

Overall young people can only work a total of 12 hours per week during term time, although they can do more hours during the school holidays.

But most importantly you must not start work before 7am and must be finished by 7pm.

Slide seven - work you can do

There is a list of specific jobs that 13 year olds are allowed to do. Children who are 14 and over can do other jobs provided they are light work. Some examples of the sort of jobs you can do are:

- newspaper delivery
- washing up
- shop work
- waiting on tables in a café or restaurant
- office work
- hairdressing. (see supplementary sheet for additional jobs)

Slide eight - work you can't do

There are a lot of jobs that the law does not allow you to do. They may be dangerous or just unsuitable:

- pub/bar work – you are not allowed to serve alcohol
- in a cinema, not even in the kiosk selling sweets - working in a cinema you may see inappropriate films
- commercial kitchen - these are very dangerous places, with hot fat, sharp knives, and fancy coffee machines, which you may come into contact with. Most accidents that happen to young people happen whilst they are working in commercial kitchens
- refuse work
- milk delivery (see supplementary sheet for additional jobs)

Slide 9 - you need a work permit

Does anyone already have a part-time or holiday job? (hands up)

Do any of you have a work permit? (hands up)

Slide 10 - if I don't have one?

All those who have jobs but do not have a work permit are working illegally, and will not be covered by your employers' liability insurance. This means that if you have an accident and want to make a claim for compensation, the insurance company will not pay out.

You will need a work permit right up to the end of Year 11, even when you are 16.

How do you get one?

Pick up an application form from the school office/head of year; get your employer to complete it and your parents to sign it. Then your employer should send it to the Child Employment Team at Lincolnshire County Council.

Slide 11 - your rights

- You have to have a one hour break after you have worked for four hours.
- You are entitled to a safe working environment so your employer has to do a risk assessment.
- You are entitled to two weeks holiday, during the school holidays. Unfortunately it is not paid holiday.
- Unfortunately there is no minimum wage. That only applies to 16 year olds when they leave school at the end of Year 11. Neither is there any sick pay or pension entitlement.

Slide 12 - after Year 11

After the last Friday in June of your Year 11 all part time or full time employment you undertake must be paid at or above the minimum wage. The minimum wage increases as you get older.

- aged 16 and 17 years = £3.87 per hour
- aged 18 to 20 years = £5.30 per hour
- aged 21 plus years = £6.70 per hour
- apprentices 16 to 19 years = £3.30 per hour.

Slide 13 - income tax

Everyone is liable to pay income tax depending on how much you earn each year. The government uses this money to pay for all sorts of things to keep our country going. It uses it to pay for schools, hospitals, defending the country, the army, navy and air force, building roads, power stations, and to local councils so they can pay for rubbish collection, maintaining roads, and schools social care, looking after the elderly and homeless and lots of other things. What else can you think of?

Each person is allowed to earn £10,600 per year before they pay tax.

Then they pay 20% of the rest of their income up to £31,785. Then they pay 40%.

Slide 14 - national insurance

You will receive your national insurance (NI) number about three months before your 16th birthday. You must look after it. It will be your number for the rest of your life.

If you don't receive your NI number, contact the local job centre, who will tell you how to get one. Many employers will not take you on even for part time work until you have this number.

Once you are 16, if you earn over £155 in a week you have to pay 12% of your pay towards your national insurance.

National Insurance pays for things like job seekers allowance, other benefits, the National Health Service (hospitals and local doctors' surgeries) as well as your old age pension.

Slide 15 - remember!

If you have a part time job whilst you are still at school your schoolwork must not suffer. If you are too tired to come into school or keep up with your homework, your work permit may be withdrawn.

Stay safe, and take note of the information your employer gives you about not taking any risks.

Make sure you get a work permit.