

RECRUITING NEW STARTERS

Guide 1.5: Employing Workers under 18

Some of the applicants who apply to work for you may be under 18 years of age. There are specific regulations you need to follow when offering work to young people.

Regulations for Young Workers

Workers younger than 16 are not permitted to work full time hours. Details of how and when children and young people can work are given below:

| Age | Weekly Hours Permitted | | | | | |
|---------|---|---------------------|-------------------------|--------------------------------------|-------------------------|-------------------------------|
| | Term Time School Days & Sundays | Term Time Saturdays | Term Time Maximum Hours | School Holidays Weekdays & Saturdays | School Holidays Sundays | School Holidays Maximum Hours |
| 13 - 14 | 2 | 5 | 12 | 5 | 2 | 25 |
| 15 - 16 | 2 | 8 | 12 | 8 | 2 | 35 |
| 16 - 18 | Up 8 hours a day, 40 hours per week providing they are also in some form of education or training | | | | | |
| 18+ | Up to 48 hours (standard adult employment regulations apply) | | | | | |

Note: Children below the age of 13 are not permitted to work.

Other Restrictions

In addition to hours, there are other restrictions in employing young people. You cannot employ children who are still at school:

- during school hours
- before 7am or after 7pm
- for more than one hour before school

- for more than 4 hours without taking a break of at least 1 hour.
- without having a 2-week break from any work during the school holidays in each calendar year

Different regulations apply to workers of school leaving age who are under 18. These young workers cannot work between midnight and 4am. They may only work after 10pm or before 7am in restricted circumstances.

They must also have:

- 30-minute break if their working day is longer than 4.5 hours.
- 12 hours' rest in any 24-hour period in which they work (for example, between one working day and the next)
- 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.

These are national laws. There may be other local bylaws in force, such as the requirement for a permit for employing children.

You should always check with your local council's education department before employing workers under 18.

Other Restrictions

If you are thinking about employing people of between 16 and 18 years of age it may be worth considering offering an apprenticeship. The Government is committed to paying 95% of the costs of formal training courses for apprentices. In addition, you could be eligible for an additional one-off payment of £1000.

More information can be found on the [apprenticeship service employer support site](#).

Or you can contact the Apprenticeship Service:

Apprenticeship Service

Telephone: 0800 015 0600

Monday to Friday, 8am to 8pm

For HR support, please contact Colden HR on [0121 284 0852](tel:01212840852) or email enquiries@coldenhr.co.uk and quote your NCASS membership number.