

### Who is a Young Worker?

A Young Worker is someone who is of school leaving age and under the age of 18. 24-7 Staffing will provide work finding services to Young Workers aged 17 years and above.

Child Workers are determined as 13 - 16 years of age and further restriction apply to this category.

### Limitations which apply to Young Workers

Young Workers may:

- work a maximum of 8 hours per day,
- work a maximum of 40 hours per week (There is no "Opt Out" for Young Workers),
- only work between 6am - 10pm, however, on mutual agreement this may be changed to 7am – 11pm.

However, there are a few exceptions to working outside those times (night working) if they work in:

- hospitals
- agriculture
- retail
- hotels or catering
- post or newspaper delivery
- cultural, sporting, artistic or advertising activities

### ONLY IF needed to:

- maintain continuity of service or production
- respond to an increase in demand for service or product

### ALSO, ONLY IF:

- there is no adult available to perform the task
- they are allowed to take a rest period the same length as the time they worked later in the day
- the employer makes sure that their training needs do not suffer

Young Workers must be allowed:

- a 30 minute rest break if they work more than 4.5 hours (this should be one continuous break somewhere in the middle of the shift and taken away from the usual place of work)
- daily rest of 12 hours
- weekly rest of 48 hours (this must be taken on a weekly basis and may not be carried over into another week).

Young workers sometimes aren't entitled to daily rest or rest breaks at work if their work has to be done because of an exceptional event (eg an accident). This is only where:

- there isn't a worker over 18 who can do the work

- the work is temporary and must be done immediately

In these circumstances Young Workers are entitled to compensatory rest which is the same amount of rest that they should have had and should, ideally, be given straight after their next daily/weekly rest period.

### **Educational requirements for Young Workers**

Individuals over school-leaving age and below 18 who wish to work full-time must continue to engage in education or training. Part-time education or training alongside full-time work must be at least 280 planned qualification hours per year.

It is the Young Worker's responsibility to fulfil their education requirement, there are no duties placed on the employer, however, 24-7 Staffing will encourage Young Workers seeking employment with us, to fulfil their education requirements.

### **Health and safety**

All employers must ensure the health, safety and well-being of employees whilst working, including adequate training and supervision where necessary.

Additionally, a child under 18 cannot be employed for work:

- which is beyond the child's physical or psychological capacity;
- involving harmful exposure to toxic or carcinogenic substances;
- involving harmful exposure to radiation;
- involving a risk which cannot be recognised or avoided by young persons because of their lack of attention to safety or lack of experience or training; this is likely to mean that any employment involving the use of sharp knives or slicers will be prohibited; or
- in which there is a risk to health from extreme cold or heat, noise or vibration.

### **Risk Assessments**

All employers have to carry out risk assessments but there are special rules where young persons are to be employed.

The Law requires Employers to:

- Assess risks to all young people under 18 **before** they start work.
- Ensure that the risk assessment takes into account the inexperience, lack of awareness of risks and immaturity of young persons.
- Introduce control measures to eliminate or minimise the risks, so far as is reasonably practicable.
- Notify parents/guardians of the Risk Assessment outcomes.

24-7 Staffing will:

- obtain copies of all risk assessments pertaining to the work to be carried out by the Young Worker and the specific Young Person's risk assessment as detailed above from the Client **prior** to the Young Worker starting work,
- Not supply the Young Worker if Risk Assessments are not made available by the client or if they highlight significant or uncontrolled risk to the Young Worker,

- Ensure adequate supervision, training and control are in place for the Young Worker,
- Inform the parent/guardian of the specific Risk Assessments **before** work starts.

### **Safeguarding**

Parents/guardians are expected to take an active interest in their child's employment experience and be satisfied that their child's health, safety, welfare and education will not be jeopardised by the employment.

Parents/guardians should ensure that employers are given all relevant information about any special needs or medical conditions their child may have.

24-7 Staffing will:

- respond to enquiries from parents/guardians seeking to satisfy themselves about this,
- respond to any relevant information supplied regards any special needs or medical conditions the Young Worker may have,
- obtain an emergency contact number for a parent/guardian.

### **Data Protection**

24-7 Staffing have robust Data Protection and Privacy policies in place which ensure the secure processing of all personal data including that of Young Workers.

24-7 Staffing will:

- ensure our Privacy Notice is made available to the young worker at the point they provide their personal data in a format they understand,
- ensure the Privacy Notice is available to parents/guardians who wish to know how we will process the Young person's personal data,
- allow competent Young People to exercise their own data protection rights,
- comply with requests for erasure whenever we can.