



# St Mary's Catholic Primary School

*At St. Mary's we live and learn together, sharing  
God's Love*

## Young Workers Policy

March 2024

St Mary's Catholic Primary School may employ a person under the age of 18, either as an apprentice, for work experience or for work. We have the same responsibilities for their health and safety as we do for other employees.

### Definitions

The following definitions apply to this policy:

- a child is anyone who has not yet reached the official minimum school leaving age. Pupils will reach this age in the school year in which they turn 16
- a young person is anyone over the official minimum school leaving age but under 18 years old.

### Employment restrictions

St Mary's Catholic Primary School is legally prevented from employing any children who are aged under 14 years old, unless this is occasional work for their parents or guardians carrying out light agricultural or horticultural duties.

### Young worker rights

Young workers have a number of additional rights and different rights from workers over the age of 18. These are:

- a daily rest break of 12 consecutive hours. This is the gap in time between finishing work one day and starting work the next
- a weekly rest break of 48 hours
- a normal maximum working day of 8 hours in any one day and a normal maximum working week of 40 hours in any one week
- where the working day lasts for more than 4.5 hours, the young worker is entitled to a minimum 30-minute rest break
- young workers over the official minimum school leaving age are entitled to be paid at least the national minimum wage at the relevant rate
- young workers are not normally able to work at night, unless some exceptions apply
- young workers aged 16 and 17 will be entitled to time off for study or training for a qualification if they have not previously gained a set standard of achievement. This will apply where the young worker is not in full time secondary or further education.

In relation to children, their additional rights are:

- a normal maximum working day of 8 hours in any one day that is not a required school day or a Sunday
- a normal maximum working week of 35 hours in any one week that is not a required school week
- a normal maximum working week of 12 hours in any one week that is a required school week
- where the working day lasts for more than four hours, the child worker is entitled to a minimum one-hour break
- a minimum rest period of two consecutive weeks, outside of school weeks, where the child does not work. Where this rest period does not take place, the child may not carry out any work during this year.

### **Health and safety**

St Mary's Catholic Primary School has the same responsibilities for younger workers health and safety as it does for all workers.

We recognise that many younger workers will be unfamiliar with business risks and with workplace behaviours expected of them. We will arrange, as appropriate, for additional help and training to allow younger workers to carry out their work without putting themselves and others at risk.

We will ensure that young workers are appropriately supervised at all times and may place age limits and usage restrictions on some activities.

We will carry out an induction for the job role before a child begins employment. We will not require the child to carry out work in a factory or in an underground mine or quarry.

St Mary's Catholic Primary School welcomes young people for work experience and will endeavour to ensure their time in school is beneficial and enjoyable. They will be supervised and supported when working in the classrooms.

DBS clearance is an essential requirement for all placements in our school.

Date agreed      March 2024

Signed            LMO'Mahony

Headteacher

Date of review    March 2026