

## People Services

03302 228384 (CIEE Advice Line)  
[CIEE@westsussex.gov.uk](mailto:CIEE@westsussex.gov.uk)  
[www.westsussex.gov.uk](http://www.westsussex.gov.uk)

Children in Entertainment & Employment Team  
Pupil Entitlement:  
Investigation  
3<sup>rd</sup> Floor  
County Hall North  
Chart Way  
Horsham  
RH12 1XH



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If calling, ask for the Children in Entertainment and Employment (CIEE) team

Dear Parent/Carer,

As part of West Sussex County Councils commitment to the wellbeing of children the Children in Entertainment and Employment (CIEE) team are taking opportunities to highlight the guidelines relating to school age children working to their parents and carers. We have asked schools within West Sussex to share this letter to the parents of children in year groups of 9 to 11.

Children of ages 13-16 must have a work permit if they are employed irrespective of the type of work, whether it's a paper round, helping in a shop, washing up in a café or any other type of work. An employment licence is free, and an employer must apply for a licence as soon as the child commences work.

The presence of a work permit ensures the child is adequately safeguarded whilst working, and it means the employers liability insurance covers the child if there is any accident at work.

We are therefore taking this opportunity to share with you a useful leaflet which offers you further information on children working.

If you wish to discuss any employment concerns with us, please do contact the team by one of the methods below and we will be happy to assist you:

- Email: [CIEE@westsussex.gov.uk](mailto:CIEE@westsussex.gov.uk)
- Telephone: 03302 228384

Yours faithfully,

A handwritten signature in black ink, appearing to read "P. Austin".

**Ms P Austin**  
**Team Manager**  
**Children in Entertainment & Employment Team**

Yours sincerely

A handwritten signature in black ink, appearing to read "P. Austin".

**Penny Austin**  
**Team Manager – Pupil Entitlement: Investigation**

For information on how West Sussex County Councils processes your data please see:  
<https://www.westsussex.gov.uk/privacy-policy/>