

Young Worker Policy



Grass Roots Nursery Group: Young Worker Policy

Purpose:

To establish guidelines for the employment of young workers at Grass Roots Nursery Group, ensuring compliance with relevant legislation and promoting their safety and well-being.

Key Principles:

- **Legal Compliance:** Adhere to all relevant employment laws and regulations for young workers.
- **Safe and Healthy Environment:** Provide a safe and healthy working environment.
- **Training and Development:** Offer appropriate training and development opportunities.
- **Supervision and Support:** Provide adequate supervision and support.
- **Age Restrictions:** Ensure compliance with age restrictions for employment.

Permissible Roles

- **Light duties:** Tasks must be considered "light work" and should not pose a risk to the young person's health, safety, or education. Examples include:
 - Simple cleaning tasks (e.g., tidying play areas, dusting)
 - Assisting with meal preparation (under close supervision)
 - Administrative support (e.g., photocopying, filing)
 - Gardening or outdoor maintenance (if age-appropriate)
- **Prohibited Roles:** Young people under 16 cannot:
 - Unsupervised work directly with children (e.g., changing nappies, feeding, supervising play)
 - Operate machinery or equipment that poses a risk
 - Work in hazardous environments

Working Hours

- **Term Time:**
 - Maximum 12 hours per week
 - No more than 2 hours on school days
- **School Holidays:**
 - Maximum 25 hours per week for 13-14-year-olds
 - Maximum 35 hours per week for 15-16-year-olds
- **Rest Breaks:** Adequate rest breaks must be provided in accordance with relevant legislation.

Pay and National Minimum Wage

- Young people are entitled to the National Minimum Wage for their age.
- Pay rates must be clearly communicated and accurately recorded.

Age Restrictions

- Employ young workers in accordance with the minimum legal age for employment in the UK.
- Obtain necessary work permits or licenses if required.

Working Hours

- Comply with restrictions on working hours for young workers.
- Ensure that young workers do not work excessive hours or during prohibited times.
- Provide breaks and rest periods as required by law.

Training and Development

- Provide appropriate training and development opportunities for young workers.
- Ensure that young workers receive training on health and safety, first aid, and specific job tasks.
- Monitor and assess young workers' progress and provide feedback.

Supervision and Support

- Provide adequate supervision and support for young workers.
- Assign a mentor or supervisor to guide young workers.
- Create a supportive and inclusive workplace environment.

Health and Safety

- Ensure that the workplace is safe and healthy for young workers.
- Conduct regular health and safety assessments.
- Provide appropriate personal protective equipment (PPE).
- The young person must be made aware of health and safety procedures.

Record Keeping

- Maintain accurate records of young workers' employment details, working hours, and training.
- Comply with record-keeping requirements as specified by employment law.

Review and Updates

- Regularly review and update the Young Worker Policy to ensure it remains compliant with current legislation and best practices.

By implementing this Young Worker Policy, Grass Roots Nursery Group can ensure that young workers are treated fairly, protected, and provided with opportunities for growth and development.