



Child Employment Compliance Checklist

UK Limited Companies

This checklist is intended for directors and officers of UK limited companies considering or operating the employment of a child. It focuses on legal and regulatory compliance rather than accounting or tax planning.

1. Eligibility and Legal Basis

- Confirm the child is at least 13 years old
- Confirm the proposed work is permitted for a child under UK law
- Check whether local authority by-laws apply to child employment
- Identify whether a Child Employment Permit or Licence is required
- Retain written confirmation of permit requirements or exemptions

2. Corporate Governance and Director Decisions

- Consider the employment arrangement as a company decision, not a personal one
- Assess whether the role is commercially justified and proportionate
- Record the decision in board minutes or written director resolutions
- Identify and manage any conflict of interest arising from family relationships
- Retain records demonstrating compliance with directors' duties under the Companies Act 2006

3. Employment Contract (Child-Appropriate)

- Written employment contract in place before work begins
- Contract adapted specifically for a minor employee
- Duties clearly defined and age-appropriate
- Working hours and rest breaks compliant with child employment law
- Supervision arrangements clearly stated
- Pay set at a reasonable and defensible level
- Safeguarding and conduct provisions included
- Contract signed and retained on file

4. Job Description

- Written job description prepared
- Duties are specific, genuine, and necessary for the business
- Tasks suitable for the child's age, skills, and experience
- Duties align with permitted working hours

- Job description retained as evidence of genuine employment

5. Parental Consent and Safeguarding

- Written parental consent obtained
- Consent covers duties, hours, and working conditions
- Supervision and safeguarding arrangements documented
- Clear reporting route for concerns identified
- Safeguarding records retained and reviewed periodically

6. Working Time and Education Compliance

- Confirmation that work is not carried out during school hours
- Term-time working limits documented
- Holiday working arrangements documented
- Records of hours worked maintained
- Copies of any required local authority permits retained

7. Health and Safety (Young Worker)

- Young worker health and safety risk assessment completed
- Risks assessed with reference to age, inexperience, and maturity
- Workstation, equipment, and environment assessed
- Supervision measures documented
- Risk assessment retained and reviewed if duties change

8. Data Protection and Privacy

- Employee privacy notice prepared specifically for a child employee
- Lawful basis for processing identified and documented
- Data minimisation applied to child's personal data
- Access controls and confidentiality measures in place
- Privacy documentation provided to parent and child where appropriate

9. Payroll and Records (Legal Perspective)

- Payroll records maintained in the company's name
- Pay reflects actual work performed
- Payments supported by employment documentation
- Records retained in accordance with statutory retention periods

10. Ongoing Review and Compliance

- Employment arrangement reviewed periodically
- Duties and hours adjusted as the child's circumstances change
- Documentation updated where necessary
- Continued compliance with local authority requirements monitored

Important Note

This checklist supports legal compliance and good governance. It does not replace tailored legal advice and should be used alongside properly drafted employment, safeguarding, and data protection documentation.

lexdex-solutions.uk | contact@lexdex-solutions.uk