



# 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](https://lexdex-solutions.uk) | [contact@lexdex-solutions.uk](mailto:contact@lexdex-solutions.uk)