

Policy Statement

The PCS Group employs individuals of all ages, without prejudice. We understand that there are limitations set out by the UK Government for individuals under the age of 18. Should we employ anyone under the age of 18, either as an apprentice, work experience, or for work, we acknowledge our responsibilities.

This policy is further supported by the following policies:

- Modern Slavery and Human Trafficking
- Safeguarding and Prevent

Scope

This policy applies to employees of The PCS Group who are under the age of 18, and their managers.

Policy Details

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 the age of 18.

The PCS Group is legally prevented from employing any children who are ages 14 or under.

Young workers have several 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 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 on 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

The PCS Group has the same responsibilities for younger workers' health and safety as it does for all workers.

The PCS Group recognises that many younger workers will be unfamiliar with business risks and with workplace behaviours expected of them. The PCS Group 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 always supervised and may place age limits and usage restrictions on some equipment and machinery.

The PCS Group will carry out a risk assessment for the job role before a child begins employment. The risk assessment and any necessary control measures implemented will be communicated to the child's parent or guardian. The PCS Group will not require the child to carry out work in a factory or in an underground mine or quarry. Unless a member of the child's family works in an industrial environment, The PCS Group will not place the child in a role in this environment.

Responsibilities

It is the responsibility of directors to ensure all parties comply with this procedure and there are resources readily available to do so.

It is the responsibility of contract managers and supervisors to ensure young workers are protected in their environment and do not exceed working regulations.

It is the responsibility of administration to ensure workers are protected

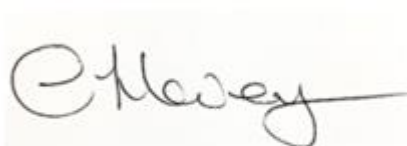
It is the responsibility of the young workers to ensure they have knowledge of and understand the regulations as set out in this policy.

It is the responsibility of the compliance manager to ensure this policy is updated regularly.

Dates

This policy was last updated on 31st January 2023

This policy will next be reviewed on 1st February 2024



Director



ISO 9001
ISO 14001
ISO 45001

