

Employing young workers



Guidance on employing workers aged 16 and 17



Benefits of employing young workers

- It's both legal and beneficial to employ young people (aged 16 and 17), in social care services, including home care and community-based services.
- Employing young people gives them the opportunity to start a career in care.
- Young people can provide fresh thinking, challenge status quo and support with succession planning.
- They may also bring with them 'lived experience' that reflects the people you support



Employers do's and don'ts

To employ workers aged 16 and 17, an employer should:

- ensure they're undertaking a formal, approved social care learning programme. This is commonly via an apprenticeship .
- Provide the Care Certificate (although be aware that it is not classed as a learning programme)
- Treat the young person as being part of the team. This gives the young person an opportunity to learn from more experienced staff
- ensure that the registered manager assess the young person competency and confidence to carry out all the tasks required of them. **This may include personal care.** Once the young person is assessed as competent and confident, they could begin to work out of sight of experienced colleagues



Employers do's and don'ts

To employ workers aged 16 and 17, an employer should :

- obtain consent from the person who will be accessing care or support directly from the young person
- ensure that young employees receive a 30-minute break once they're working 4.5 hours or more in a shift
- allow the young person to have at least 12 hours break between shifts and at least one 48 hour break each week
- make sure that young employees are being paid the right amount



Employers do's and don'ts

To employ workers aged 16 and 17, an employer should not :

- require the young person to work when they are supposed to be learning
- ask young employees to carry out work they're not physically or mentally suited to
- Required the young person to carry out work that may carry a risk to it, either through equipment or environmental considerations



Employers do's and don'ts

To employ workers aged 16 and 17, an employer should not :

- ask young employees to work between 10pm and 6am (although there are some exceptions to this rule). In some roles employers can ask a young employee to work at night if **all** the following apply:
 - no-one 18 or over is available to do the work
 - it's suddenly busy or the person is needed to keep the service running
 - the young employee's education or training won't be affected by the work
 - they're supervised by an adult - if it's necessary for their safety
 - the person is given time to rest to make up for it - find out more about compensatory rest on [GOV.UK](https://www.gov.uk)



Traineeships – new Government funding available



To encourage young people into the workforce

- A traineeship is a skills development programme that includes a work placement aimed at 16-24 year olds.
- Recent government consultation shows high levels of retention can be gained through these traineeships with 75% of trainees started in further learning, employment or an apprenticeship within 12 months.
- New or expanding employers can claim incentive payments of £1,000 for up to 10 learners to help with employer costs (such as administration, equipment, set up costs for example).

Learn more about the funding:

<https://www.gov.uk/guidance/traineeship-information-for-employers>

Kickstart

Government funding to support placements for young people

What is it?

Government funding to support placements for 16-24 year olds.

What can be claimed?

- 100% of the relevant National Minimum Wage for 25 hours a week
- associated employer National Insurance contributions
- employer minimum automatic enrolment contributions
- £1,500 per job placement available for setup costs, support and training.

To find out more visit www.gov.uk/kickstart



Find out more...

- UKHCA have produced guidance for its members on employing 16 and 17 year olds setting out the legal obligations for homecare employers.
<https://www.ukhca.co.uk/downloads.aspx?ID=140#bk1>
- www.findapprenticeship.service.gov.uk
- Rest breaks at work <https://www.gov.uk/rest-breaks-work/young-workers> and <https://www.gov.uk/rest-breaks-work/compensatory-rest>
- <https://www.gov.uk/know-when-you-can-leave-school> and <https://www.gov.uk/national-minimum-wage-rates>





Find out more...



Offering meaningful work experience:
a guide for adult social care employers

<https://www.skillsforcare.org.uk/Documents/Recruitment-and-retention/Pre-employment/Work-experience-templates/Offering-meaningful-work-experience-guide.pdf>



Guidance on employing workers aged 16 and 17

It's both legal and beneficial to employ young people (aged 16 and 17), in social care services, including home care and community-based services. Employing young people gives them the opportunity to start a career in care. The right employee, who has the right values and behaviours, can provide fresh thinking, challenge status quo and support with succession planning. They may also bring with them 'lived experience' that reflects the people employers are supporting.

To employ workers aged 16 and 17, an employer should:

- ✔ ensure they're undertaking a formal, approved social care learning programme. This is commonly via the apprenticeship pathway. Undertaking the Care Certificate is important for all new employees including those aged 16 and 17, however, it can't be classed as a learning programme to cover this requirement
- ✔ where possible treat them as an additional worker within a team. This gives the employee an opportunity to learn from an experienced staff team
- ✔ ensure that appropriate support is offered to them; this could be in the form of coaching, peer support, buddying or mentoring
- ✔ ensure that the registered manager (or a delegated person) will assess their competency and confidence to carry out all the tasks required of them. This may include personal care. Once the employee is assessed as competent and confident, they could begin to work out of sight of experienced colleagues
- ✔ obtain consent from the person (or their advocate) who will be accessing care or support directly from the young person
- ✔ ensure that inexperienced workers are never left in charge of a care setting or to work on their own
- ✔ not require the employee to work when they are supposed to be learning
- ✔ not ask young employees to work between 10pm and 6am (although there are some exceptions to this rule). In some roles employers can ask a young employee to work at night if all the following apply:
 - ✔ no-one 18 or over is available to do the work
 - ✔ it's suddenly busy or the person is needed to keep the service running

<https://www.skillsforcare.org.uk/Documents/Guidance-on-employing-workers-aged-16-and-17.pdf>



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