

**EMPLOYMENT OF CHILDREN
EMPLOYMENT PERMIT APPLICATION FORM**
Children & Young Persons Act 1933/63 (as amended)
Education Act 2004 / Children Act 1989

Please read 'Child Employment Guidelines' on pages 3 – 4 before completing this form.

1. Child's Details (to be completed by the Parent/Guardian)

Surname:

First Name(s):

Child's Date of Birth:

Please Tick (✓): Male Female

Child's Home Address:

Current School:

Year Group:

Parent's/Guardian's Name:

Telephone Number:

I hereby consent to my son/daughter's employment (signature):

Date:

2. Statement of Medical Fitness (to be completed by the Parent/Guardian)

Please tick 'YES' or 'No' to the following:

1. Is your child currently receiving treatment from a doctor, consultant etc? YES NO
2. Is your child prescribed medication on a regular basis? YES NO

If you have answered 'Yes' to either of these questions please give more details including the name and address of the doctor or consultant:

I certify that (name of child) _____ does not have any medical condition or disability which might affect his/her suitability for the proposed employment. I agree to a work permit being issued on the understanding that I am satisfied that the child's health and education will not suffer as a result of the proposed work AND I will monitor closely the effects on the child of any work undertaken by him/her.

Signature of Parent/Guardian:

Relationship to child:

Date:

IRRESPECTIVE OF THE ABOVE DECLARATION, THE LOCAL AUTHORITY RETAINS THE RIGHT TO INSIST, IN CERTAIN CIRCUMSTANCES, THAT A CHILD HAS A MEDICAL EXAMINATION TO PROVE HE/SHE IS FIT TO WORK.

3. Employer's Details (to be completed by the Employer)

Company/Organisation Name:

Business Tel. No.:

Address:

Postcode:

Nature of Proposed Employment:

Place of Employment:

Start Date:

 DD / MM / YYYY

4. Schedule of Employment (to be completed by the Employer)

1 hour break is required after 4 hours continuous work.

During School Term

12 hrs max. per week

	From am	To am	From pm	To pm
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

During School Holidays

Max. 25 hrs ages 13/14 and 35 hrs ages 15/16 per week

	From am	To am	From pm	To pm
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

5. Risk Assessment (to be completed by the Employer)

Risk Assessments – (1) look for hazards (2) decide who might be harmed (3) evaluate the risks deciding whether the existing precautions are adequate or should be amended (4) record your findings and keep on file (5) review your assessment periodically and revise when necessary (6) pay attention to the child's lack of experience, training and supervision needs (7) you are legally required to advise the child's parent/s that a risk assessment has taken place. Risk assessment forms are available from the Child Employment Service; please contact us for a copy.

I, the employer, confirm that an appropriate **RISK ASSESSMENT**, taking into account the child's age, has been carried out. Management of Health & Safety at Work Act 1999.

Signature of Employer:

Print Name:

Date:

 DD / MM / YYYY

Please return the completed form to:

Sefton Council, Child Employment Service, Town Hall, Bootle, L20 7AE

Tel: 0151 934 3456

Fax: 0151 934 3255

CHILD EMPLOYMENT GUIDELINES

NOTHING CONTAINED WITHIN THESE GUIDELINES SHALL APPLY TO THE EMPLOYMENT OF A CHILD ARRANGED IN PURSUANCE OF THE EDUCATION (WORK EXPERIENCE) ACT 1996.

NO CHILD UNDER THE AGE OF 13 CAN BE EMPLOYED

PROHIBITED EMPLOYMENT:

No child of any age may be employed:

- A. In a cinema, theatre, discotheque, dance hall or night club, except in connection with a performance given entirely by children;
- B. To sell or deliver alcohol, except in sealed containers;
- C. To deliver milk;
- D. To deliver fuel oils;
- E. In a commercial kitchen;
- F. To collect or sort refuse;
- G. In any work which is more than three metres above ground level or, in the case of internal work, more than three metres above floor level;
- H. In employment involving harmful exposure to physical, biological or chemical agents;
- I. To collect money or to sell or canvas door to door; except under the supervision of an adult;
- J. In work involving exposure to adult materials or in situations which are for this reason otherwise unsuitable for children;
- K. In telephone sales;
- L. In any slaughterhouse or in that part of any butchers shop or other premises connected with the killing of livestock, butchery, or the preparation of carcasses or meat for sale;
- M. As an attendant or an assistant in a fairground or amusement arcade or in any other premises used for that purpose of public amusement by means of automatic machines, games of chance or skill or similar devices;
- N. In the personal care of residents of any residential care home or nursing home.

PERMITTED EMPLOYMENT OF CHILDREN AGED 13:

A child aged 13 may not be employed except in light work in one or more of the following specified categories:

- A. Agricultural or horticultural work;
- B. Delivery of newspapers, journals and other printed material;
- C. Shop work, including shelf stacking;
- D. Hairdressing salons;
- E. Office work; Car washing by hand in a private residential setting;
- F. In a café or restaurant;

- G. In riding stables;
- H. Domestic work in hotels and other establishment offering accommodation.

PERMITTED EMPLOYMENT OF CHILDREN AGED 13 AND OVER:

A child aged 13 or over may be employed only in light work.

RESTRICTIONS ON HOURS:

- A. On a **school day** no child shall be employed for more than 2 hours. A child may work **either** for 1 hour between 7.00am and the start of the school day and 1 hour after school or 2 hours between close of school and 7.00pm.
- B. No child aged 13 years and up to maximum school leaving age can be employed for more than 12 hours in any week they are required to attend school.
- C. On **Saturdays and non-school weekdays** (i.e. school holidays) no child aged 13 and 14 years can be employed for more than 5 hours (at 15 and 16 years no more than 8 hours) and not before 7.00am or after 7.00pm.
- D. In **School Holidays** no child aged 13 and 14 years shall be employed for more than 25 hours a week (at 15 and 16 years no more than 35 hours) and not before 7.00am or after 7.00pm.
- E. On **Sundays** no child shall be employed for more than 2 hours between the hours of 7.00am and 7.00pm.
- F. A child must not work for more than 4 hours in any day without a **rest break, of not less than 1 hour.**
- G. A child must have **at least two consecutive weeks without employment** during the school holidays.

DEFINITION OF TERMS:

- 1. **'Child'** means a person who is not yet over compulsory school age as defined in Section 8 of the Education Act 1996.
- 2. **'Employment'** includes assistance in any trade or occupation, which is carried out for profit, whether or not payment is received for that assistance.
- 3. **'Light'** work means work which, on account of the inherent nature of the tasks which it involves and the particular conditions under which they are performed:
 - a. Is not likely to be harmful to the safety, health or development of children; and
 - b. Is not such as to be harmful to their attendance at school, their participation in work experience in accordance with Section 560 of the Education Act 1996, or in their capacity to benefit from the instruction received, or, as the case may be, the experience gained.

PERFORMANCES ON STAGE, TELEVISION, RADIO BROADCASTS, MODELLING AND SPORTING ACTIVITIES

Any child who takes part in any of the above activities may require a licence granted under the Children and Young Persons Act 1963 and associated legislation and regulations. Advice and application forms can be obtained from the Child Entertainment Service, Town Hall, Oriel Road, Bootle, L20 7AE, Tel: 0151 934 3456 or education.benefits@sefton.gov.uk.

AN EMPLOYER AND ANY PERSON (OTHER THAN THE CHILD) WHO EMPLOYS OR KNOWINGLY ALLOWS A CHILD TO BE EMPLOYED IN CONTRAVENTION OF ANY ENACTMENTS OR LOCAL AUTHORITY BYLAWS IS GUILTY OF AN OFFENCE AND IS LIABLE TO PROSECUTION.