

Children and Young People's Services

EMPLOYMENT OF CHILDREN

Education Act 1996 Children Act 1989 Children & Young Persons Act 1933

please read ['Child Employment Guidelines'](#) before completing this form

APPLICATION FORM

A To be completed by the Parent /Guardian

Name of Child	
Address	
	Post Code
Date of Birth	
School	Year Group
Parents'/Guardians' Name	Tel No
I hereby consent to my son/daughter's employment (signature)	

NOTE: Employers, parents and guardians are responsible for ensuring that the employment is in accordance with statutory enactments and Local Authority byelaws

B To be completed by the Employer

Proposed Employer's Name	Tel No
Address (Employer)	
Business	
Child's work title	
Place of Employment	
Days and times employed between the hours of:	
School Days	Saturdays and holidays
	Sunday
Signature of Employer	Date

I have carried out a Young Person's Risk Assessment which has been discussed with the child's parent/guardian. I also confirm that the appropriate insurance cover is in place.

Signature of Employer	Date
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Should you require any advice about risk assessment please contact the Commercial Section, Environmental Health Services, Northgate House, Halifax HX1 1UN (telephone 01422 392373)

C To be completed by the Parent/Guardian

Please indicate 'YES' or 'NO' to the following

Is your child currently receiving treatment from a doctor, consultant etc?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your child prescribed medication on a regular basis?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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.		
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.

When completed this form should be returned to your local **Education Welfare Office** as soon as possible.

Offices are situated at:-

Halifax:



Old Officers Mess, Wellesley Park, HALIFAX HX2 OBA
01422 266125

Todmorden:



Todmorden Community College, Burnley Road,
TODMORDEN OL14 7BX
01706 548129

Copies of the local byelaws in respect of Child Employment are available from Education Welfare Offices.

EMPLOYERS SHOULD NOTIFY THE AUTHORITY OF ANY CHANGE IN THE NATURE, PLACE OR TIME OF EMPLOYMENT.

For Office Use only:	Certificate No:	Date:	Signature:
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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;
- (c) to deliver milk;
- (d) in the delivery or sale of 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 sell or canvas door to door;
- (j) in work involving exposure to adult material 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 butcher's shop or other premises connected with the killing of livestock, butchery, or the preparation of carcasses or meat for sale.
- (m) as an attendant in a fairground or amusement arcade or in any other premises used for the 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;
- (o) in or in connection with any racing course or track or other place where any like sport is carried on or as an assistant in any business conducted therein.

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 provided that the child does not work with or come into contact with any harmful chemical agents;
- (e) office work;
- (f) car washing by hand in a private residential setting;
- (g) in a cafe or restaurant;
- (h) in riding stables; and
- (i) domestic work in hotels and other establishments offering accommodation

PERMITTED EMPLOYMENT OF CHILDREN AGED 14 AND OVER

A child aged 14 or over may be employed only in light work

RESTRICTIONS ON HOURS:

Children and Young Persons Act 1933

- (a) On a **school day** no child shall be employed for more than 2 hours. A child may work **either** for one hour between 7.00 a.m. and 8.00 a.m. and one hour after school **or** 2 hours between close of school and 7.00 p.m. **During term time no child can work more than 12 hours per week**
- (b) On **Saturdays and non-school weekdays** no child under the age of 15 years may be employed for more than 5 hours, (at 15 years no more than 8 hours) and not before 7.00am or after 7.00pm.
- (c) In the **holidays** no child under the age of 15 shall be employed for more than 25 hours a week (at 15 years no more than 35 hours) and not before 7.00am or after 7.00pm.
- (d) On **Sundays** no child shall be employed for more than 2 hours and not before 7.00am or after 7.00pm.
- (e) A child must not work for more than 4 hours in any day without a **rest break of one hour**.
- (f) 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 on 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 their capacity to benefit from the instruction received or, as the case may be, the experience gained;
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STAGE, TELEVISION, RADIO AND OTHER PUBLIC PERFORMANCES:

Anything contained within the local byelaws and current legislation does not prevent a child from taking part in a stage, television or other such performance under the provisions of a licence granted in accordance with the Children and Young Persons Act 1963 and the associated Regulations. Application forms and advice in respect of a performance may be obtained from your local Education Welfare Office.

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