

EMPLOYMENT OF CHILDREN – APPLICATION FOR WORK PERMIT



Children and Young Persons Acts 1933, 1963 Education Act 1996
 The Children (Protection at Work) Regulations 1998, 2000
 The Children (Protection at Work) Regulations (No. 2) 2000

PART 1. THIS SECTION TO BE COMPLETED BY THE EMPLOYER

Name of employer	
Company name	
Company address	
Company telephone number	
Company email address	
Nature of business	
Nature of employment of child	
Place of employment if different from above	

1. Have you checked the child’s age? Please tick Yes No
2. Has a risk assessment of the young person’s employment been completed and relevant information passed to parent/carers? Please tick Yes No

DETAILS OF DAYS AND HOURS TO BE WORKED DURING TERM TIME

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start time							
Finish time							

Children are only permitted to work a maximum of 12 hours per week during term time.

DETAILS OF DAYS AND HOURS TO BE WORKED DURING SCHOOL HOLIDAYS

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start time							
Finish time							

Children must have a break during the school holidays of two consecutive weeks in each year.

No child of any age may work more than four hours in any day without a rest break of one hour.

I confirm that I have complied with the Health and Safety (Young Persons) Regulations 1997, and that a risk assessment has been carried out for the duties required for this employment.

Signature **Date**

Name (capital letters)

PART 2. THIS SECTION TO BE COMPLETED BY THE CHILD'S PARENT OR GUARDIAN

Child's name	
Date of birth	
Address	
Telephone number	
Email address	
School	
Does your child work somewhere else?	Please circle Yes No
If yes to above, where are they working?	

I confirm that the date of birth of the child named on this form is correct, and that I consent to this employment for which they are medically fit and able.

Parent/Guardian name (capital letters)

Signature **Date**

PART 3. THIS SECTION TO BE COMPLETED BY THE CHILD'S SCHOOL**Agreement by school for a Work Permit to be issued**

Name of school	
Name of Headteacher/Head of Year	
Pupil's name	
Pupils DOB	
Pupils address	

Type of work and hours (see overleaf)

I have no reason to believe that working within the legally permitted hours will adversely affect this pupil's education, and I therefore agree to a Work Permit being issued. If it appears that his/her school work or attendance deteriorates as a result of part-time employment, I will contact Soutwark's Child Employment Officer on 020 7525 2702 after discussing the situation with the pupil's parent/guardian.

Signature **Date**

School stamp (essential)	
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EMPLOYMENT (Different legislation governs children in entertainment)

No child under 13 may be employed at all. The legislation applies until the earliest school leaving date, the last Friday in June in the school year in which the pupil becomes 16, usually Year 11. The law applies to all children even if they work for their own family. A child is deemed to be employed if s/he helps with any business which is carried on for profit, even if s/he receives no pay, and the law on hours and types of work applies.

Possession of a National Insurance card does not mean that the child is eligible to work full-time. Employees are liable to pay National Insurance contributions from their 16th birthday if they earn above the lower earnings limit.

Jobs that are banned for all children are listed in the primary legislation, and there is a list of permitted light work for 13 year-olds, in the byelaws.

Hours

No child may work:-

- before 7 a.m. or after 7 p.m.
- for more than 4 hours without a rest break of 1 hour
- during school hours on a school day
- for more than 2 hours on a school day or a Sunday
- lifting, carrying or moving anything likely to cause injury

On Saturdays, and week-days during the school holidays

- 13 and 14 year olds may work up to 5 hours a day, but the total in a week must not be more than 25 hours.
- 15 and 16 year olds (below the minimum school-leaving age) may work up to 8 hours a day, but the total in a week must not be more than 35 hours.

All children must have at least 2 weeks rest in the year, when they are neither required to attend school nor employed.

Please return completed form to:

Southwark Council, Education Access 0-25, 4th Floor Hub 2, P O Box 64529, London, SE1P 5LX.

Application approved: Yes No

Licence Permit number

LA Officer

Date