

EMPLOYMENT OF COMPULSORY SCHOOL AGE CHILDREN

Children and Young Persons Act 1933 [as amended by The Children (Protection at Work) Regs 1998]
and Central Bedfordshire Council Byelaws on the Employment of Children 2004

**WORK PERMIT APPLICATION FORM**

EMPLOYMENT DETAILS (To be completed by Employer) **BLOCK CAPITALS PLEASE**

Company Name:

Address:

Post Code: **Telephone No:**

Details of work to be completed:

SCHEDULE OF EMPLOYMENT	TIMES DURING SCHOOL TERM				TIMES DURING SCHOOL HOLIDAYS			
	FROM	TO	FROM	TO	FROM	TO	FROM	TO
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								

AS THE EMPLOYER I CONFIRM THAT AN APPROPRIATE RISK ASSESSMENT HAS BEEN COMPLETED

CHILD DETAILS (To be completed by Parent/Guardian)

Name: **M / F** **Date:**

School:

Address:

Post Code: **Telephone No:**

PARENT/GUARDIAN AUTHORISATION

PARENT'S EMAIL ADDRESS (IMPORTANT)

I certify that the above information is correct and consent to the Employment of my child who in my opinion is medically fit to work.

DATE: **NAME:** **SIGNATURE:**

HEADTEACHER/HEAD OF YEAR AUTHORISATION

(NO AUTHORISATION REQUIRED DURING SCHOOL HOLIDAY, BUT SHOULD BE OBTAINED AS SOON AS TERM BEGINS)

I HEREBY CERTIFY THAT THE PROPOSED EMPLOYMENT OF THE ABOVE-NAMED CHILD SHOULD NOT BE DETRIMENTAL TO HIS/HER EDUCATION.

SIGNATURE OF HEADTEACHER/ HEAD OF YEAR: **DATE:**

Please return this form to **Alison Aina, Child Employment Officer, Access & Inclusion Service, Watling House, High Street North, Dunstable, Beds. LU6 1LF (ANY QUERIES PLEASE CALL: 0300 300 5651)**

SUMMARY OF REGULATIONS

- ✓ No child can be employed under the age of 13
- ✓ A young person must hold a work permit (Employment Card) for each employment.
- ✓ The employer must make application for a work permit within one week of employing a young person.
- ✓ Each year all young people must have a 2 week period free from employment during their school holidays.

HOURS OF EMPLOYMENT

No child shall be employed during school hours, or before 7am or after 7pm on any day

TERM TIME

Maximum 12 hours in a week
 Maximum of 2 hours on any school day
(1 hour before and 1 hour after school or 2 hours after school)
 Saturday maximum of 5 hours (4 hours and then 1 hour break)
 Sunday maximum 2 hours

HOLIDAYS

Maximum of 25 hours per week
 Maximum 5 hours per day (4 hours and then 1 hour break)
 Sunday maximum 2 hours

13 YEAR OLDS MAY NOT BE EMPLOYED IN ANY WORK OTHER THAN TO UNDERTAKE LIGHT WORK IN THE FOLLOWING:

- | | | | |
|--------------|------------------|----------------|----------------------|
| • café | • agriculture | • shop work | • newspaper delivery |
| • hotel | • horticulture | • office work | • car wash |
| • restaurant | • riding stables | • hairdressing | |

AGE
13 - 14

TERM TIME

Maximum 12 hours in a week
 Maximum of 2 hours on any school day
(1 hour before and 1 hour after school or 2 hours after school)
 Saturday maximum of 8 hours (4 hours and then 1 hour break)
 Sunday maximum 2 hours

HOLIDAYS

Maximum of 35 hours per week
 Maximum 8 hours per day (4 hours and then 1 hour break)
 Sunday maximum 2 hours

*** Every young person requires a work permit whilst they are of compulsory school age. They are of compulsory school age until the last Friday in June of year 11.**

AGE
15 - 16*

CHILDREN CANNOT WORK IN THE FOLLOWING AREAS

cinema theatre disco	butchers dance hall nightclub	milk delivery fuel oil delivery refuse collection	telephone sales money collection commercial kitchen	deliver or sell alcohol fairground/amusement arcade 3 metres above ground
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(Please refer to the legislation for the comprehensive list of restrictions)