

Child Employment Permit Application form

The Byelaws of the Isle of Wight Council 1998, the Children and Young Persons Act 1933, 1963, The Education Act 1996 and The European Community Council Directive 94/33/EC, "Protection of Young People at Work"

**A work permit, once approved will be valid for 12 months from the date of issue.
If you wish to continue to employ a young person after the permit expires, you must make a new application and submit no earlier than 1 month before the current permit is due to expire.**

FOR COMPLETION BY THE EMPLOYER	
Full name of employer:	Name of business/organisation:
Address of business/organisation (incl. postcode):	Telephone:
	Email:
Place of employment if different from above: <i>(For newspaper distribution please state locality in which delivery will take place)</i>	

Please state job title and details of the tasks to be undertaken by the young person

Job title:
Nature of work – please specify main duties/tasks:
Date employment started (or due to start):

	School days			School holidays		
	Start time	Finish time	Total hours*	Start time	Finish time	Total hours*
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

***PLEASE NOTE THAT THE HOURS OF EMPLOYMENT MUST BE SPECIFIED. IF YOU ARE UNABLE TO SPECIFY THE EXACT HOURS PLEASE PUT IN THE EARLIEST PROBABLE START TIME AND THE LATEST FINISHING TIME.**

The young person must have a 1 hour break after 4 hours continuous work. Employment cannot commence before 7.00am or finish after 7.00pm on any day. No young person may work for more than 2 hours on Sunday. Please find further guidance on working times at the end of this form.

DECLARATION BY EMPLOYER

- I/we the prospective Employer, hereby make an application for permission to employ the child named in this application in accordance with the current child employment legislation.
- I/we declare that I am not/we are not, nor have I/we ever been, barred, excluded or prevented from working with Children in the course of any paid or unpaid employment in the United Kingdom.
- I/we have carried out a risk assessment relating to this job in accordance with the Management of Health and Safety at Work Regulations 1999 and consider that the child's health and safety will not be placed at risk by this employment. The risk assessment is available for inspection by any Local Authority Officer
- I/we have informed the parent/carer and the child of the findings of this risk assessment and any control measures taken
- I/we have the necessary insurance in place to employ children of compulsory school age and understand that this insurance may be invalidated should the child be allowed to work unlawfully
- I/we understand that the Local Authority will carry out random unannounced checks on workplaces that employ children of school age to check risk assessments and conditions of workplace are satisfactory
- If the child ceases to be employed by the named business I/we will notify and return the work permit to the Local Authority, to ensure their records can be updated.

Signed:

Date:

Name (please print):

A risk assessment for this child was completed on:

If you require a template risk assessment for a young person, please contact us ChildEmploymentAndLicensing@iow.gov.uk**FOR COMPLETION BY PARENT/CARER – CHILD'S DETAILS**

Surname:

Forename/s:

Date of birth:

Age:

Male

Female

Home Address (incl. postcode):

Home telephone:

Name of school attending:

DECLARATION BY PARENT OR CARER

- I declare that I am the parent/carer and have parental responsibility and consider the child named above to be fit to undertake the employment detailed overleaf and do not believe that it will affect his/her health. I give my permission for such employment to be carried out subject to the Isle of Wight Council byelaws governing the employment of children.
- I have seen a copy of the findings of the completed risk assessment relating to this employment.
- I understand that if at any time the child's school attendance appears to be deteriorating, the Local Authority *may* withdraw the work permit and inform both the employer and parent/carer of this decision.
- I understand that the information on this form will be held on a database to be used for the purpose of monitoring child employment and that school attendance information may be discussed with the employer.
- If my child ceases to work for the named employer, I will return the work permit to the employer to ensure employment records are kept accurate.

Signed:

Name (please print):

Relationship to child:

Date:

Signature of child:

Name (please print):

The information provided on this form is subject to the Data Protection Act 1998 and will be used only for the purpose of issuing a child employment permit. The Data Controller is the Isle of Wight Council. For further information about how we use and share this information please visit <https://www.iow.gov.uk/Council/OtherServices/Child-Employment/Privacy-Notice>

To be completed and emailed (scans accepted) or posted to:

Email: childemploymentandlicensing@iow.gov.uk Tel: 01983 823151

Education and Inclusion Service c/o County Hall, High Street, NEWPORT, Isle of Wight, PO30 1UD

CHILD EMPLOYMENT GUIDELINES

AGE

The child must be at least 13 years of age and under statutory school leaving age. The statutory school leaving date is the last Friday in June of the school year in which the child reaches age 16, this date applies even if the child has reached his/her 16th birthday.

TYPE OF EMPLOYMENT

Children may only be employed in light work. Children aged 13 years are restricted to working in the following: Florists/Horticultural work, delivery of newspapers, shop work, hairdressing salons, office work, café/restaurant work, riding stables, domestic work in hotels.

PROHIBITED EMPLOYMENT

No child, of any age may be employed:

- In a cinema, theatre, discotheque, dance hall or night-club.
- To sell or deliver milk, alcohol or fuel oils.
- To work in a commercial kitchen.
- To collect or sort refuse.
- To work more than three metres above ground or floor level.
- In work involving harmful exposure.
- Collecting money or sell or canvass door to door.
- In work involving exposure to adult material or unsuitable situations.
- Telephone sales.
- Working in a slaughterhouse, abattoir or butchers shop where meat is prepared for sale.
- In or around fairgrounds, amusement arcades, gambling.
- In the personal care of residents in care or nursing homes.
- Street trading.

HOURS OF WORK

No child can be employed before 7am or after 7pm on any day of the week regardless of term time or school holiday time.

The hours to be worked must be in accordance with the byelaws as set out below.

During term time no child may work for more than 12 hours in any one week.

On school days children may be employed:

- a) for up to one hour before school and up to one hour after school as long as the employment is not before 7.00 am or after 7.00 pm.

OR

- b) for up to 2 hours after school as long as the employment ceases by 7.00pm.

Saturdays: Children who are 13 and 14 years of age may work up to a maximum of 5 hours on a Saturday. Children of 15 years of age and over may work up to a maximum of 8 hours on a Saturday.

Sundays: No child may work for more than 2 hours on a Sunday; these hours must be worked between 7.00am and 7.00pm.

No child may work for more than 4 hours without a break of at least 1 hour.

During school holidays

13 and 14 year olds: may be employed for up to 5 hours per day subject to a maximum weekly limit of 25 hours (must be no earlier than 7am or after 7pm).

15 and 16 year olds: may be employed for up to 8 hours per day subject to a maximum weekly limit of 35 hours (must be no earlier than 7am or after 7pm).

Sundays: No child may work for more than 2 hours on a Sunday (must be no earlier than 7am or after 7pm)

No child may work for more than 4 hours without a break of at least 1 hour.

Please note that employment must not commence before 7.00am or finish after 7.00pm on any day of the year and that every child must have at least 2 consecutive weeks without employment at a time when he/she is not required to attend school.

RISK ASSESSMENT

An employer must assess any task that the employee may have to undertake, to ensure that their safety and welfare is paramount at all times.

GENERAL NOTES

Employers must notify the Local Authority and apply for an Employment Licence within one week of employing a child; these conditions also apply to parents who employ their own children. Employers are required to keep a list of all children they employ, and children employed to work outdoors must wear suitable clothes and footwear.

Please be aware that employment includes assistance in any trade or profession that is carried out for profit, whether or not payment is received. A child must be registered with the Local Authority, even if the work is unpaid.

THE 4 STEPS TO ASSESSING RISK IN THE WORKPLACE:

- 1) Look for hazards.
- 2) Evaluate the risks deciding whether the existing precautions are adequate or should be amended.
- 3) Record your findings and keep on file.
- 4) Review your assessment periodically and revise when necessary.

In the case of compulsory school age employees, you need to pay particular attention to the young person's lack of experience, training and supervision needs in the workplace.

You are required to notify their parents or legal guardians that a risk assessment has taken place. The simplest way to do this would be to take a copy of the Risk Assessment.

PENALTIES

Any employer and any other person contravening the laws and byelaws covering child employment is liable, on summary conviction to a fine not exceeding £1,000.