

CHILDREN AND YOUNG PERSONS ACT 1933 (AS AMENDED)
BYE-LAWS WITH RESPECT TO THE EMPLOYMENT OF CHILDREN
AND THE ISSUE OF EMPLOYMENT CARDS

NO CHILD UNDER 13 YEARS OF AGE MAY BE EMPLOYED.

(PLEASE USE BLOCK CAPITALS)

Child's Details

Full Name of Child _____	Date of Birth _____
Address _____	
_____ Postcode _____	
School Attending _____	
School Address _____	

Employer's Details

Full name/s of Employer _____	
Company Trading Name _____	Trade/Business _____
Address _____	
_____ Telephone number _____	
Email Address _____	
Place of Child's Employment _____	
Nature of Proposed Employment _____	

Hours of Employment

NO CHILD MAY WORK BEFORE 7am OR AFTER 7pm

		MON	TUE	WED	THURS	FRI	SAT	SUN
Term	From							
Time	To							
School	From							
Holidays	To							

Please see the back of this page for working hours and Byelaws

Employer Statement

I confirm that an appropriate Risk Assessment (please see attached page) has been carried out under the requirements of the Health & Safety Regulations 1997. I confirm that the child's parent/carer has been informed of the findings and the control measures introduced to reduce any health risk.

Signature _____ Print name _____ Date _____

Parent/Carer Statement

I consent to the employment detailed above and confirm that my child is fit to undertake this work. I have produced a Declaration of Health, to be provided with this application. I understand my responsibility to safeguard the welfare and health of my child and insure, by undertaking this employment, it will not be detrimental to his/her education. I also confirm that the employer has provided me with information about the findings of the risk assessment he/she had undertaken and the control measures introduced to reduce any risk assessed.

Signature _____ Print name _____ Date _____

SUMMARY OF BYE-LAWS RELATING TO THE EMPLOYMENT OF CHILDREN

On any SCHOOL DAY a child may only be employed:-

for up to two hours in any day within the period of 7am and the start of school, and between the end of school and 7pm. This should not be for more than one hour before school.

On a SATURDAY:-

13/14 year olds can work up to 5 hours per day and 15/16 year olds can work up to eight hours a day (maximum of 12hours a week during term time)

During SCHOOL HOLIDAYS:-

13/14 year olds can work up to 5 hours per day (25 hours per week) 15/16 year olds can work up to 8 hours per day (35 hours a week)

On a SUNDAY:-

may only be employed for up to two hours between 7am and 7pm.

A CHILD SHALL NOT BE EMPLOYED FOR MORE THAN FOUR HOURS IN ANY DAY WITHOUT A REST BREAK OF AT LEAST ONE HOUR.

Prohibited Employment - No child of any age may be employed in the following:

- in a cinema, theatre, discotheque, dance hall or night-club, except in connection with a performance given entirely by children;
- at a race course or betting office;
- to sell or deliver alcohol, except in sealed containers;
- to deliver milk;
- to deliver fuel oils;
- in a commercial kitchen, factory or garage;
- to collect or sort refuse;
- in any work that is more than three metres above ground level or in the case of internal work more than three metres above floor level;
- using industrial processes or equipment;
- in employment involving harmful exposure to physical, biological or chemical agents;
- to collect money or to sell or canvass door to door, except under the supervision of an adult;
- in work involving exposure to adult material or in situations which are for this reason otherwise unsuitable for children;
- in telephone sales
- 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.
- as an attendant or assistant in a fairground or amusement arcade or in any other premises used for the purpose of public amusement by means of automotive machines, games of chance or skill or similar services;
- in the personal care of residents in any residential care home or nursing home unless under the supervision of a responsible adult.

Permitted employment of children aged 13 (Light Work)

- Agricultural or horticultural work.
- Delivery of newspapers, journal and other printed material
- Shop work including shelf stacking
- Hairdressing salons
- Office work
- Car washing by hand in a private residential setting
- In a café or restaurant
- In riding stables
- Domestic work in hotels and other establishments offering accommodation.

**IT IS AN OFFENCE TO EMPLOY A CHILD OF COMPULSORY SCHOOL AGE
WITHOUT AN EMPLOYMENT CARD**

CHILD EMPLOYMENT RISK ASSESSMENT FORM

Before employing a child, **employers** must consider the nature of employment and assess the risks there may be to the child's health and safety whilst carrying out the job. This is called a 'risk assessment', which satisfies the law in relation to the Health and Safety (Young Persons) Regulations 1997/99 and should protect the child from harm.

The risk assessment must consider the following:

- The inexperience and lack of maturity of the child, and any consequential lack of awareness of risks (e.g. children being careless in the way they ride their bicycle)
- Any specific health and safety training or instruction that child may need. (e.g. where the work involves animals, lifting and any other potential hazards)
- The nature and layout of the work area (this should include busy roads, if applicable)
- The type of equipment methods used and work activities undertaken. (e.g. bicycle and lights in good working order, hot water hazards, hairdressing products)

It is important that the **employer** ensures appropriate information, instruction and training is provided to the child and to the rest of the work force. The findings of the risk assessment, together with any steps the employer is taking to reduce hazards, must be communicated to the parents/carers.

Child's Details

Full Name of Child _____ Date of Birth _____
Address _____ _____ Postcode _____
School Attending _____
School Address _____ _____

Employer's Details

Full name/s of Employer _____
Company Trading Name _____ Trade/Business _____
Address _____
Telephone number _____
Place of Child's Employment _____
Nature of Proposed Employment _____

The 4 steps assessing RISK in the work place:-

- 1) Look for HAZARDS
- 2) Evaluate the risks deciding whether the existing precautions are adequate or should be amended. Think about who might be at risk and how.
- 3) Record your findings and keep on file
- 4) Review your assessment periodically and revise when necessary.

You may attach an Employee Risk Assessment Form instead of filling in the table below.

<p style="text-align: center;"><u>STEP 1</u></p> <p><i>List Significant Hazards Who is at risk and why?</i></p>	<p style="text-align: center;"><u>STEP 2</u></p> <p><i>Precautions taken.</i></p>	<p style="text-align: center;"><u>STEP 3</u></p> <p><i>Action needed? Are existing precautions adequate?</i></p>

INSURANCE

- Y** **N** Does the employer have public liabilities insurance?
- Y** **N** If shop based, is the certificate displayed?
- Y** **N** Is there a first aid box, which complies with legislation available for use in case of emergency?
- Y** **N** Is there an accident book for record purposes available?

MANUAL HANDLING

- Y** **N** **N/A** Lifting
- Y** **N** **N/A** Posture when seated / working at a counter
- Y** **N** **N/A** Use of ladders and reaching equipment
- Y** **N** **N/A** Use of Lifting / work specific equipment

PERSONAL SAFETY

- Y** **N** Accidents
- Y** **N** Strangers
- Y** **N** **N/A** Animals
- Y** **N** Working in the dark
- Y** **N** **N/A** Suitable clothing for work + Protective Equipment
- Y** **N** **N/A** Road safety + Cycle safety
- Y** **N** **N/A** Weather conditions

TRAINING AND POLICIES

Has the child received suitable training in the following?

HEALTH AND SAFETY

- Y** **N** GENERAL HEALTH AND SAFETY TRAINING
- Y** **N** INVESTIGATING / REPORTING AND RECORDING ACCIDENTS
- Y** **N** FIRST AID ARRANGEMENTS
- Y** **N** HOUSEKEEPING
- Y** **N** DISPLAY SCREEN EQUIPMENT
- Y** **N** ELECTRICAL EQUIPMENT
- Y** **N** MACHINERY
- Y** **N** MEDICAL EMERGENCIES

WELFARE IN THE WORK PLACE

Does the employer have policies to cover the below subjects within the workplace?

- Y** **N** CHILD PROTECTION POLICY?
- Y** **N** CHILD PROTECTION OFFICER?
- Y** **N** AWARE OF WHO TO CONTACT IN CASE OF CP ISSUES?
- Y** **N** VIOLENCE & BULLYING POLICY
- Y** **N** EQUALITIES POLICY

SCHOOL DECLARATION – CHILD EMPLOYMENT LICENCE

School

Head Teacher:

Pupil's name:

Pupil's date of birth:

Pupil's address:

.....Postcode.....

Employer

Type of work

Hours:

I have no reason to believe that working within the legally permitted hours will affect this pupil's education, and I therefore agree to a work permit being issued.

If it appears that his/her schoolwork or attendance deteriorates as a result of part-time employment, I will contact the Education Welfare Service on 020 8379 3745 and discuss the situation with the pupil's parent/guardian.

Name

Signed

Designation

Date

School Stamp: *This document will not be accepted without a school stamp*

**LONDON BOROUGH OF ENFIELD EDUCATION GROUP
CHILDRENS ENTERTAINMENT AND EMPLOYMENT OF CHILDREN
PARENTAL DECLARATION OF HEALTH**

Full Name of Child..... Date of Birth.....

Address:.....

Postcode

Contact No..... Email Address

School.....

School Address

Postcode

- | | | |
|----|---|----------|
| 1. | Is this child in good health? | yes / no |
| 2. | Is the child at present attending the doctor for any reason?
If YES, please give brief details- | yes / no |
| 3. | Does the child have any treatment prescribed regularly by the doctor?
If YES, please give brief details- | yes / no |
| 4. | Has the child ever suffered from a nervous or similar illness?
If YES, please give brief details- | yes / no |
| 5. | Has the child ever suffered from tuberculosis, epilepsy or fits?
If YES, please give brief details- | yes / no |
| 6. | Will the employment or hours be detrimental to the child's health? | yes / no |
| 7. | Will the employment or hours affect the child's ability to take full
advantage of his/her education? | yes / no |

GP name:..... Tel.No.

Surgery
Address.....

If it is necessary for the School Medical Officer to communicate with my Doctor or Consultant, I authorise them to reply to any query concerning the child's health or medical history.

Signed:..... Date

Parent / Guardian

Note: The Bye-Laws may still require the child to attend a medical examination arranged by the Local Authority. An employment licence/work permit will not be issued until the application, comprising of all relevant forms, has been duly completed and returned with **one** passport sized photograph to:

Education Welfare Service - Email: ews@enfield.gov.uk Contact Tel. No. 020-8379-3745