

# APPLICATION FOR CHILD EMPLOYMENT PERMIT

## PROCEDURES

**Within one week of employing a child, the employer must send to the authority written notification, in the form of an Employment Permit Application Form**

1. Section A: Employer completes, signs and dates form.
2. Section B: Parent/Guardian completes, signs and dates form.
3. Section C: Child completes, signs and dates form.
4. Completed form to be sent to the Local Authority in which the employment will be taking place.
5. If the local authority is satisfied that the employment is lawful, the child's health, welfare or ability to take full advantage of his/her education would not be jeopardised and that the child is fit to undertake the work for which he/she is to be employed, the permit will be issued to the employer with a copy sent to the child, parent/guardian and to the Head teacher of the child's school.
6. The local authority may also, at any time, revoke a child's Work Permit if it believes that the above details are not being reached.
7. A child and employer must produce the Work Permit for inspection when required to do so by an authorised officer of the authority or a police officer.
8. If there are any amendments to the employment the employer must inform the authority.
9. The child may only be employed in accordance with these details.

<b><i>Permitted Employment of Children Aged 13</i></b>	<b><i>Prohibited Employment</i></b>
<p>A child aged 13 may only be employed in one or more of the specified categories:</p> <ul style="list-style-type: none"> <li>◆ Agricultural or horticultural work;</li> <li>◆ Delivery of newspapers, journals and other printed material, and collecting payment for same</li> <li>◆ Shop work, including shelf stacking;</li> <li>◆ Hairdressing salons;</li> <li>◆ Office work;</li> <li>◆ Car washing by hand in a private residential setting;</li> <li>◆ A café or restaurant;</li> <li>◆ Riding stables;</li> <li>◆ Domestic work in hotels and other establishments offering accommodation.</li> </ul>	<p>No child of any age may be employed:</p> <ul style="list-style-type: none"> <li>◆ In a cinema, theatre, discotheque, dance hall or night club, except in connection with a performance</li> <li>◆ To sell or deliver alcohol, except in sealed containers</li> <li>◆ To deliver milk</li> <li>◆ To deliver fuel oils</li> <li>◆ In a commercial kitchen</li> <li>◆ To collect or sort refuse</li> <li>◆ In any work which is more than three metres above ground level</li> <li>◆ In employment involving harmful exposure to physical, biological or chemical agents</li> <li>◆ To collect money or to sell or canvass door to door, (except under the supervision of a responsible adult)</li> <li>◆ In work involving exposure to adult material</li> <li>◆ In telephone sales</li> <li>◆ In any slaughterhouse or in that part of any butcher's shop</li> <li>◆ as an attendant or assistant in a fairground or amusement arcade</li> <li>◆ in the personal care of residents of any residential care home or nursing home (except under the supervision of a responsible adult)</li> <li>◆ in any activity concerned with the use of firearms</li> <li>◆ in indoor or outdoor markets (unless the child is employed to do so by his/her parent, in connection with the parents' retail business and under the parents' direct supervision)</li> </ul>
<p><b><i>Permitted Employment of Children Aged 14 or over</i></b></p>	
<p>A child of 14 or over may only be employed in light work.</p>	

# **MANAGING THE SAFETY OF YOUNG PEOPLE IN THE WORKPLACE**

(Health & Safety at Work – extracts from special report Issue 30, August 1997 – Croner’s)  
**Reference to ‘young person’ means ‘child’ not over the minimum school leaving age**

The Health and Safety (Young Person’s) Regulations 1997, require employers to carry out a ‘Risk Assessment’.

## ***Specific Risk Assessments***

An employer must make a risk assessment specifically relating to the employment of young people before employing them. The risk assessment should give particular consideration to:

- ◆ The immaturity and inexperience of the young person any consequential lack of awareness of risks
- ◆ The health and safety training to be given to the young person
- ◆ The extent of exposure to any chemical, biological or physical agents
- ◆ The nature and layout of the work area
- ◆ The types of equipment, methods of use and work activities to be under-taken.

If young people were considered in previous risk assessments then there is no requirement to repeat the process, except as part of the normal review/revision of risk assessments. Where an employer has five or more employees (the young people must be included for the purposes of calculating this number) these ‘young persons’ assessments should be recorded as usual. In common with other risk assessments, they should be reviewed whenever there is any change to the work to which they relate.

## ***Reduction of Risks***

An employer must ensure that young people are not exposed to risks at work that arise because of their lack of maturity or experience and any consequential lack of awareness of potentially dangerous situations.

Having carried out the assessment, the results will suggest whether the employer should restrict the work of young people within the workplace. If the employer still feels that there is a significant risk to young people, then in this situation they must not be allowed to do the work. Where the employer feels the risk can be avoided, and the young person is therefore employed, it is important to ensure that appropriate information, instruction and training is provided, both for the young person and for the rest of the workforce. The principles of risk reduction are the same for young people as for any other group of people, with the additional considerations necessary to allow for their lack of experience and maturity, and possible lack of awareness of risks. Supervision arrangements should also be carefully considered, particularly as a less conscientious member of staff may easily lead young people. It is important that they receive thorough instruction and appropriate supervision at this formative stage.

## ***Specific Requirements for the employment of children***

Where a child is to be employed, the findings of the risk assessment, together with protective and preventative measures to be taken, must be communicated to a person having parental responsibility or rights for the child (e.g. parent or guardian, etc.), although this does not have to be in writing.

### **In accordance with:**

Children & Young Persons Act 1933 to 1963;  
Education Acts 1944 to 1996; Children Act 1989;  
Children (Protection at Work) Regulations 1998;  
Health & Safety (Young Person’s) Regulations 1997;  
Medway Council’s Byelaws 1999

**CONFIDENTIAL**

**APPLICATION FOR CHILD EMPLOYMENT PERMIT**

**SECTION A: TO BE COMPLETED BY EMPLOYER**  
**(PLEASE PRINT CLEARLY IN BLOCK CAPITALS)**

Company Name: \_\_\_\_\_

Trade/Business: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_ Tel No: \_\_\_\_\_

**Hereby make application to Medway Council for the issue of a Work Permit for the undermentioned child:**

Childs Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_ Tel No: \_\_\_\_\_

School Attending: \_\_\_\_\_

Nature of proposed employment  
(Please describe main tasks) \_\_\_\_\_

Place of employment  
(If different from above) \_\_\_\_\_

**DATE AND TIMES OF PROPOSED EMPLOYMENT**

No child to work before 7am or after 7pm

1 hour break required after 4 hours continuous work

Only two hours work on any school day and Sundays

Maximum hours work on a Saturday or any day in school holidays: 5 hours ages 13-14 or 8 hours ages 15-16

	SCHOOL WEEK Maximum 12 hours				TOTAL BREAKS	SCHOOL HOLIDAYS Maximum 25 hours ages 13-14 Maximum 35 hours ages 15-16				
	FROM	TO	FROM	TO		FROM	TO	FROM	TO	TOTAL BREAKS
MONDAY										
TUESDAY										
WEDNESDAY										
THURSDAY										
FRIDAY										
SATURDAY										
SUNDAY										

***I confirm that a risk assessment has been carried out to ensure that the employment is not harmful to the health & safety of the child. (This is a legal requirement and has been communicated to the parent).***

***Employers Signature..... Date.....***

**SECTION B: TO BE COMPLETED BY PARENT/GUARDIAN (IN BLOCK CAPITALS)**

I consent to the new employment as overleaf and certify that these particulars are correct. YES/NO

I confirm that in my opinion, this employment would not jeopardise my child’s health, welfare or ability to take full advantage of his/her education. I thereby give permission for this employment. YES/NO

Has your child been absent from school for more than 5 days overall during the last term? YES/NO

If so for what reason(s)? \_\_\_\_\_  
\_\_\_\_\_

**I understand that the Local Authority may require my child to have a medical examination for which I would be asked to approach my child’s practitioner, and for which the GP may require a fee.**

*Parent/Guardian Signature..... Date.....*

**SECTION C: TO BE COMPLETED BY CHILD (IN BLOCK CAPITALS)**

I consent to the new employment as overleaf and certify that these particulars are correct. YES/NO

**I understand what is required of me in this employment and can confirm that I am aware of the laws and restrictions to my employment.**

*Child Signature..... Date.....*

**Please return completed application form via post or email to:**  
  
Child Employment and Entertainment Officer  
Attendance Advisory Service  
Medway Council  
Gun Wharf  
Dock Road  
Chatham  
Kent  
ME4 4TR  
  
[childperformance@medway.gov.uk](mailto:childperformance@medway.gov.uk)  
  
01634 337310