



Application to Employ a Child

The Children (Protection at Work) Regulations 1998 and London Borough of Harrow Child Employment Byelaw 1998.

The application form should be completed by the employer, within one week of employing a child, and returned to **Education Services, Business Support Officer, Child Employment Licensing, London Borough of Harrow, Harrow Council Hub, Forward Drive, Harrow, HA3 8NT - Tel: 020 8736 6906 / 0208 416 8846.**

Please ensure that you have enclosed **one passport size photographs of the child and a copy of the child's birth certificate.**

These notes are for guidance and should not be construed as part of the Byelaw.

- ◆ A "child" means any person who is of compulsory school age.
- ◆ All children who carry out work which is for profit are employed even if they receive no payment.
- ◆ Employers are required to carry out a risk assessment before a child starts work and inform their parents of the outcome and measures introduced to minimise any risk.
- ◆ A child under 13 years of age may not be employed unless 10 or over and is employed on an occasional basis by and under the direct supervision of her/his parent in light agricultural or horticultural work.
- ◆ A child aged 13 may only be employed in the following categories: Agriculture or horticultural work; delivery of newspapers; shop work; hairdressing salons; office work; car washing by hand in a private residential setting; in a cafe or restaurant; in riding stables; and domestic work in hotels and other establishments offering accommodation.
- ◆ A child aged 14 or over may only be employed in work which, on account of the inherent nature of the tasks which it involves and the conditions under which those tasks are performed is not likely to be harmful to the safety, health, or development of children or to their attendance at school.
- ◆ Children must not be employed outdoors unless wearing suitable clothes and shoes.
- ◆ A child employment card may be revoked if the child is being unlawfully employed or the health, welfare or the ability of the child to take advantage of education is likely to suffer as a result of employment.
- ◆ The child must produce the employment card for inspection when required to do so by an authorised officer of the Authority or a police officer.

Prohibited Employment

No child of any age may be employed:

In a cinema; theatre; discotheque; dance hall or night club (except in connection with a performance given entirely by children); to sell or deliver alcohol or fuel oils; delivery of milk; in a commercial kitchen; to collect or sort rags; in telephone sales; in any work which is more than 3 Metres above floor level; in the case of internal work; more than 3 Metres above the floor level; 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 any slaughter house or in that part of any butchers 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 premises used for the purpose of public amusement by means of automatic machines, games of chance or skills or similar devices; in the personal care of residents of any residential care home unless under the supervision of a responsible adult.

When A Child May Work

- ◆ No child shall be employed on school days for more than two hours a day and such employment shall be limited to either one hour between 7.00 am and the start school and one hour between the end of school and 7.00 pm or two hours between the end of school and 7.00 pm.
- ◆ On non-school days (Saturday and school holidays) children aged 13-14 years of age may work a maximum of five hours a day twenty-five hours a week.
- ◆ On non-school days (Saturday and school holidays) children aged 15-16 years of age may work a maximum of eight hours a day thirty-five hours a week.
- ◆ Employment on Sundays is limited to two hours between 7.00 am and 7.00 pm.
- ◆ No child may be employed before 7.00 am or after 7.00 pm on any day.
- ◆ No child shall be employed for more than four hours in any day without a rest break of one hour and each child must have at least two consecutive weeks without employment in each year.

Medical

If your child has a medical condition, you **must** complete the form, "Authorisation from the G.P." This includes medical conditions such as asthma, epilepsy, diabetes, or any ongoing ailments.

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