



## **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.

Please see our [Privacy Policy](#)

**Legal Consequences of Non-Compliance:**

**An Employer who does not comply with any of these requirements commits an offence. The case can be heard either in a Magistrates Court or in a Crown Court. If the case is heard in a Magistrates Court, the maximum fine is £20,000. If the case is heard in a Crown Court, there is no limit on the maximum fine which can be imposed.**

**To Be Completed By Parent**

Has your daughter/son had an Employment Work Permit before? (Please Tick)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If yes does she/he still carry out the work stated in that Employment Work Permit	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

I consent to the employment referred to overleaf and certify that the above particulars are correct.

I confirm that my child is in good health and able to carry out the employment as described without detriment.  (Please tick if applicable)

OR

I attach the "Authorisation from the G.P"  (Please tick applicable)

I confirm that the employer has provided me with the information about the findings of the risk assessment she/he has undertaken, and the control measures introduced to reduce any risk assessed.

I understand that this application for my child to be issued with an Employment Work Permit must be made by her/his employer within one week of starting the employment.

I understand in processing this application, London Borough of Harrow will keep a copy of my child's birth certificate and photograph ID for the purpose of this application.

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<b>Please print your Name:</b> <b>(BLOCK Capitals)</b>	<b>Signature:</b>	<b>Date:</b>
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<b>Telephone Number(s):</b> <b>(Home /Mobile)</b>	<b>Email:</b>
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***On completion employer should return to:***

**Business Support Officer  
Education Services  
Child Licencing Team  
London Borough of Harrow  
Harrow Hub  
Forward Drive  
Harrow  
HA3 8NT**

**EMAIL: [childperformance@harrow.gov.uk](mailto:childperformance@harrow.gov.uk)**

**To Be Completed By Harrow Business Support**

Date Received:

Mosaic ID No:

Manager's Signature:

Date:

## London Borough of Harrow – Education Services

Application for the issue of an Employment Work Permit for the undermentioned child.

### To be completed by EMPLOYER in BLOCK Capitals

Company Name & Address:

Nature of Business:

Telephone Number:

Email:

Child's Full Name:

Date of Birth:

Full Home Address:

Email:

Head Teacher's Name & Address:

**Start Date of Employment and Nature Of Proposed Employment (please describe main tasks)**

**Address at which child will be employed:**

#### Day(s) and Times of proposed employment

Term Time	MON		TUE		WED		THUR		FRID		SAT		SUN	
	From	To	From	To	From	To	From	To	From	To	From	To	From	To
AM														
PM														
School Holiday	MON		TUE		WED		THUR		FRID		SAT		SUN	
	From	To	From	To	From	To	From	To	From	To	From	To	From	To
AM														
PM														

I confirm that an appropriate Risk Assessment has been carried out in accordance with current Health and Safety Regulations and the young person's parents informed of the findings and the control measures introduced to reduce any risk.

I confirm that a copy of the Risk Assessment has been attached with this application.

Name (Print):

Position:

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Signature:

Date:

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Employers are advised to ensure that this child is covered by their insurance policy.

**Authorisation from the g.p. (to be completed *if* the child has any medical conditions)**

**Certificate to be completed by Child's GP**

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Name of child (print full name):

Address:

City/Town/County:

Post code:

Home Telephone:

Mobile:

Date of birth:

Present age:

Name of G.P (print):

Email:

Address:

City/Town/County:

Postcode:

Tel:

Please comment on the child's state of health in reference to the proposed employment:

Signature:

Date:

GP/Clinic Stamp:

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**Authorisation From The School**

**To be completed by Child's School**

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**Name of child (print full name):** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

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**Child's Address:** \_\_\_\_\_

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**Post Code:** \_\_\_\_\_

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**Home/Mobile Telephone:** \_\_\_\_\_

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**Class/Year:** \_\_\_\_\_

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**School Name (print full name):** \_\_\_\_\_

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

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**Telephone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

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**Please comment as to whether the child's attendance or punctuality will be affected by the proposed employment:**

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**Head Teacher (print full name):** \_\_\_\_\_

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**Signature:** \_\_\_\_\_ **Position:** \_\_\_\_\_

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**Date:** \_\_\_\_\_

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**School/College Stamp:**