

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 BUSINESS SUPPORT OFFICER, CHILD LICENSING TEAM, EDUCATION SERVICES, STATION ROAD, HARROW, HA1 2XY. Tel: 020 8736 6906/6461.

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 considered to be 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 particular 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.

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.

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

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):

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

EMPLOYMENT OF CHILDREN

**CHILDREN AND YOUNG PERSONS ACTS 1933 TO 1963
(As amended by the Education Acts 1944, 1976 and 1996 and the Children Act 1972)
The Children (Protection at Work) Regulations 1998**

**Application for permission to employ a child between the ages of
13 and the statutory school leaving age.**

(Please ensure both sides of this form are completed in **BLOCK CAPITALS** using black ink throughout)

Child's Surname:	Sex: M/F (delete as appropriate)
Child's Forename:	Date of Birth: --- /--- /-----
Address:	Tel. No.:
County:	Postcode:
Name and Address of School	
Child Currently on roll:	
Please state any other existing employment:	
Current permit No. (if applicable):	
Will this existing employment be terminated upon issue of this permit?	Yes/No

DECLARATION OF PARENT / GUARDIAN / CARER:

(This part to be completed by the responsible parent / guardian or carer)

1	Is your child currently accessing education provision?	Yes/No
2	Are you satisfied that the employer can adhere to COVID-19 regulations/guidance?	Yes/No
3	Are you satisfied that your child will be safeguarded whilst carrying out this employment?	Yes/No
4	I confirm that my child is in good health and able to carry out the employment as described without detriment.	Yes/No
5	I attach the "Authorisation from the G.P. (Please tick if applicable)	

I hereby consent to the employment of my child named above in the manner, and at the times stated hereunder. I am of the opinion that the employment will not be detrimental to either his / her health or education. I understand that the employer will be carrying out a health and safety risk assessment on the activities involved in this employment, including an assessment of the risks associated with COVID-19.

Name: (Block letters)

Signed: Date:
Parent / Guardian / Carer

DECLARATION OF CHILD'S SCHOOL – emailed school response accepted during COVID-19

Name of School	Please answer the questions below so the application can be considered		
1	Is the date of birth correct?	YES/NO	If NO, Please state correct date of birth ---/---/-----
2	Are there any concerns regarding education engagement during COVID-19	YES/NO	
3	When the school was open were there any attendance concerns?	YES/NO	
Comments (if applicable)			

Signed (Head Teacher/Head of Year) Date.....

FOR COMPLETION BY EMPLOYER
(Please complete in BLOCK CAPITALS using black ink throughout)

CHILD TO BE EMPLOYED AS: **COMMENCING ON** ---/---/-----
 e.g. (Shop Assistant, Office Worker, Hairdresser etc.) N.B. No child is permitted to work in a commercial kitchen

PLEASE ENSURE THAT THE HOURS OF EMPLOYMENT ARE IN ACCORDANCE WITH THE BYELAWS AS SET OUT BELOW

SCHOOL DAYS UP TO A MAXIMUM OF 12 HOURS PER WEEK DURING TERM TIME

Either, between the end of the school day and 7.00pm up to a maximum of 2 hours or 1 hour between 7.00-8.00am and 1 hour between the end of the school day and 7.00pm.

SATURDAYS AND SCHOOL HOLIDAYS

13-15 years of age: 5 hours per day up to a maximum of 25 hours per week in school holidays.

15 years and over: 8 hours per day up to a maximum of 35 per week in school holidays.

In addition

- (i) The employment must not take place before 7.00am or after 7.00pm
- (ii) The child shall not be employed for more than 4 hours consecutively
- (iii) The child shall be free for rest and recreation for a continuous period of 1 hour after each period of employment

SUNDAYS: MAXIMUM 2 HOURS which must be between 7.00am – 7.00pm.

APPROVED HOURS

(Input All Values as 24 Hour Clock Times, e.g. 15.30 - 16.30)

Days	SCHOOL DAYS		SCHOOL HOLIDAYS	
	AM	PM	AM	PM
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				

NAME AND ADDRESS (where employment will take place)

Name of Employer

Address:

.....

County: Postcode:

Business Tel. No: Email Address:

COMPANY NAME (if different from above).....

Address:

.....

County: Postcode:.....

Business Tel. No: Email Address:

DECLARATION OF EMPLOYER

I, the prospective Employer, hereby make application for permission to employ the above-named child in accordance with the foregoing particulars. I fully understand the conditions attached to the employment of this child, including the need to carry out a risk assessment that includes the risks associated with Covid-19 and the need to complete the attached COVID-19 questionnaire. I undertake to provide the child's parents with information on any risks to the health and safety of their child whilst in my employment, together with details of steps taken to eliminate or minimise those risks.

Name: (Block Letters).....

Signed: Date: ---/---/-----

Please send the completed form to the Child Licensing Team at the address at the top of the form. Where possible please email an electronic copy to childperformance@harrow.gov.uk

COVID-19 RISK ASSESSMENT

COMPANY NAME:

1. Have you taken into account the Health and Safety Executive’s guidance on working safely during the coronavirus outbreak?
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.....
2. Have you as an employer implemented workplace guidelines for your employees to minimise the risks of COVID-19? YES/NO
3. How is the young employee able to perform their job role and adhere to social distancing guidelines?
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3. Do you feel as an employer that your employee will be at particular risk in light of COVID-19 YES/NO If yes, please explain the level of risk and provide an outline of the measures you have put in place to combat that risk.
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.....
4. Have you put in place procedures for your employees in the event they show any symptoms associated with COVID-19? YES/NO
5. Have you as an employer made arrangements for PPE e.g. masks, gloves etc. to be available to all your employees? If not, please state why.
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6. Have you considered any increased risk for the child and their household if this work is carried out? YES/NO
7. Do you have hand-washing advice/facilities for the child? YES/NO
8. Do you have a process of informing the child’s parent/carer if members of staff develop COVID-19 symptoms? YES/NO
9. Do you have a reporting protocol whereby employees must report if they come into direct contact with someone with COVID-19 symptoms whilst carrying out their employment? YES/NO
10. Have you considered whether the child can undertake the duties of their employment at certain times of the day so as to minimise contact with others and reduce the risk of transmitting the virus (ensuring that this still meets Child Employment bylaws)? YES/NO

FOR OFFICE USE: Date of Birth verified, application investigated, including risk assessment and recommended by:

Initials of Authorising Officer: Date: ---/---/-----

Work Permit Number: Issued By: Date: ---/---/-----