

**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.**

**1. Child Details**

Surname \_\_\_\_\_ First Name \_\_\_\_\_

Date of birth \_\_\_\_\_ Gender (please tick) **male**  **female**  Year group \_\_\_\_\_

Current home address: \_\_\_\_\_  
\_\_\_\_\_ Post code: \_\_\_\_\_

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

School Address \_\_\_\_\_

**2. Parent Details**

Surname \_\_\_\_\_ First Name \_\_\_\_\_

Relationship to child (please tick) **mother**  **father**  **Other** (please state) \_\_\_\_\_

Home tel \_\_\_\_\_ Mobile tel \_\_\_\_\_

Email address \_\_\_\_\_

**3. Employer Details**

Full name of Employer \_\_\_\_\_

Company Trading Name \_\_\_\_\_

Trade/Business Type \_\_\_\_\_

Company Address \_\_\_\_\_

Post Code \_\_\_\_\_ Tel \_\_\_\_\_

Email address \_\_\_\_\_

Place of child's employment address \_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_

Nature of proposed employment \_\_\_\_\_

#### 4. Hours of Employment

**NO CHILD MAY WORK BEFORE 07:00 OR AFTER 19:00**

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

Please see working hours and Byelaws below

### **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 07:00 and the start of school, and between the end of school and 19:00. 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 (maximum of 12 hours a week during term time)

15/16 year olds can work up to 8 hours a day (maximum of 12 hours 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 07:00 and 19:00

**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 racecourse 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 meters above ground level or in the case of internal work more than three meters 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.

**5. Risk Assessment**

**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.

**A full Employee Risk Assessment must be attached to your application**

**Please also complete the checklist below:**

**INSURANCE**

- |                            |                            |                              |   |
|----------------------------|----------------------------|------------------------------|---|
| <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> N/A | Does the employer have public liabilities insurance?  |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> N/A | If shop based, is the certificate displayed?  |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> N/A | Is there a first aid box that complies with legislation available for use in case of emergency? |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> N/A | Is there an accident book for record purposes available?  |

**HEALTH & SAFETY – Has the child received suitable training in the following:**

- |                            |                            |   |                          |
|----------------------------|----------------------------|---|--------------------------|
| <input type="checkbox"/> Y | <input type="checkbox"/> N | General Health & Safety Training                  |                          |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | Investigating / Reporting and Recording Accidents |                          |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | First Aid Arrangements                            |                          |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> N/A                      | Housekeeping             |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> N/A                      | Display Screen Equipment |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> N/A                      | Electrical Equipment     |
| <input type="checkbox"/> Y | <input type="checkbox"/> N | <input type="checkbox"/> N/A                      | Machinery                |
| <input type="checkbox"/> Y | <input type="checkbox"/> N |   | Medical Emergencies      |

**WELFARE IN THE WORKPLACE – Does the employer...**

- Y  N Have a Child Protection Policy?  
 Y  N Have a Child Protection Officer?  
 Y  N Know who to contact in case of Child Protection issues?  
 Y  N Have a Violence & Bullying Policy?  
 Y  N Have an Equalities Policy?

**MANUAL HANDLING – Has the child received suitable training in the following:**

- 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 – Has the child received suitable training in the following:**

- Y  N Accidents  
 Y  N Strangers  
 Y  N  N/A Animals  
 Y  N  N/A Working in darkness  
 Y  N Suitable clothing for work  
 Y  N  N/A Use of PPE  
 Y  N  N/A Road & Cycle safety  
 Y  N  N/A Cyber/Online Safety  
 Y  N  N/A Working in inclement weather

**6. Employer Statement**

To be read and signed by the employer:

I confirm that an appropriate Risk Assessment has been carried out under the requirements of the Health & Safety Regulations 1997 and have attached a copy of said Risk Assessment to this application. I confirm that the child's parent/carer has been informed of the findings and the control measures introduced to reduce any health risk. I understand that should this employment be deemed to be detrimental to the child's education, any relevant work permits will be revoked.

Signature \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_

**7. Parent/Carer Statement**

To be read and signed by the Parent/Carer:

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 ensure that said employment will not be detrimental to his/her education. I also understand that should my child's school raise concern that this employment is detrimental to my child's education, the Education Welfare Service will revoke any relevant work permits. I also confirm that the employer has provided me with information about the findings of the risk assessment they have undertaken, and the control measures introduced to reduce any risk assessed.

Signature \_\_\_\_\_ Print name \_\_\_\_\_ Date \_\_\_\_\_