**London Borough of Barking & Dagenham**

**Application to employ a child of compulsory school age**

|  |
| --- |
| **These notes are for guidance only and must be read in conjunction with the London Borough of Barking and Dagenham Employment of a Young Child byelaws 1998:**   1. A ‘child’ means any person who is not over compulsory school age. 2. A child ceases to be of compulsory school age on the last Friday in June of the academic year in which s/he reaches the age of sixteen. 3. All children who carry out any kind of work in a trade or occupation are classed as being employed, even if they receive no payment for the same. 4. The Health & Safety (Young Persons) Regulations 1997 require employers to carry out a risk assessment before a young person starts work and inform parents of the outcome and the measures introduced to minimise any risk. 5. No child under 13 years of age can be employed. 6. Children aged 13 may only be employed in categories of work approved by the Council. These are shown in Byelaw 5. 7. Children aged 14 may only be employed in light work. 8. No child can be employed before 7.00 am or after 7. 00 pm 9. **School days** - No child shall be employed for more than two hours on any day on which the child is required to attend school. Such employment is limited to either one hour before school begins and one hour after school ends, or two hours after the end of school. 10. Saturdays and school holidays: Children aged 13 -15 may work a maximum of five hours per day - a total of twenty-five hours per week during school holidays. Saturdays and school holidays: Children aged 15 -16 may work a maximum of eight hours a day - a total of thirty-five hours per week during school holidays. 11. **Employment on Sundays is limited to two hours only.** 12. **No child may work for more than twelve hours in any week in which the child is required to attend school.** 13. The law requires that children have a two-week period free from work during their school holidays each year. 14. **The Local Authority may, if required, amend or withdraw a Child Work Permit** |

**Employer’s Responsibility**

1 The employer shall send a written notification within 7 days of the employment beginning to the Local Authority, on the form prescribed, endorsed by the school and the parent or guardian giving their assent to the employment, stating the name and address of the employer, the name, address and date of birth of the child, the hours and days on which the child is to be employed, details of the task to be performed and, if different from the employer’s address, the place of employment. This application must be accompanied by a passport sized photographs of the child, and a copy of their birth certificate.

2 No child shall be employed for more than four hours continuously without a period of one hour for rest and recreation. When working all children must have their employment permits with them and must produce the permit if asked to do so by an officer of the Council or police officer.

3 Young people must not be employed outdoors unless the employer provides suitable clothing to protect them from the weather. [Personal Protective Clothing Equipment Regulations 1992] The employer must ensure that any child employed is wearing suitable clothing and footwear for the task.

4 Where a bicycle is used in connection with the child’s employment the employer shall see that the bicycle is kept in good working order and is suitable for the child.

5.Employers are advised to ensure that every child employee is covered by the

employer’s insurance.

**Part 1**

**To be completed by the EMPLOYER in BLOCK Capitals**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company name** |  | | |
| **Company address and post code** |  | | |
| **Company telephone number/s** |  | | |
| **Employer’s full name** | Title: Mr/Miss/Mrs/Ms |  | |
|  |  | | |
| **Child’s full name** |  | | **Date of birth:**  **Age:** |
| **Child’s address and post code** |  | | |
| **Parent’s telephone number/s** |  | | |
| **Name of School** |  | | |

|  |
| --- |
| **Nature of Employment - Describe the main tasks that the child will perform:** |
| **Place of Employment:** |

**Times that the child is required to work during term time:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day** | **AM** | | **PM** | |
|  | **From:** | **To:** | **From:** | **To:** |
| **Monday** |  |  |  |  |
| **Tuesday** |  |  |  |  |
| **Wednesday** |  |  |  |  |
| **Thursday** |  |  |  |  |
| **Friday** |  |  |  |  |
| **Saturday** |  |  |  |  |
| **Sunday** |  |  |  |  |

**Times that the child is required to work during school holidays:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Day** | **AM** | | **PM** | |
|  | **From:** | **To:** | **From:** | **To:** |
| **Monday** |  |  |  |  |
| **Tuesday** |  |  |  |  |
| **Wednesday** |  |  |  |  |
| **Thursday** |  |  |  |  |
| **Friday** |  |  |  |  |
| **Saturday** |  |  |  |  |
| **Sunday** |  |  |  |  |

**I apply for the child named in this form to be employed in accordance with the borough byelaws and confirm that a risk assessment has been carried out with regard to this young person’s proposed employment.**

Signed............................................................... Date....................................................

Print name ....................................................................................................................

**Part 2**

**To be completed by the School**

I know of no reason why this child should not be employed in accordance with the type, and hours, of work set out in this application form.

Signed ……………………………..………………………..Head teacher/Head of Year

Print Name:…………………………………………………Date ………………………….

**Part 3**

**To be completed by the child’s parent/carer**

**Please note that no DBS checks will be undertaken by the London Borough of Barking and Dagenham in relation to the employer**

|  |  |
| --- | --- |
| Has your son/daughter ever been employed before? | YES/NO |
| If Yes, does s/he still carry out the work stated on that Permit? | YES/NO |
| If yes, please provide the name and address of previous employer: | |
| Please state the type of work that was previously undertaken by your son/daughter: | |

1. I am aware that my son/daughter Is to be employed in accordance with the type, and hours, of work set out in this application form.
2. I confirm that my son/daughter is able to carry out this work, within the specified hours, without detriment to his/her health, welfare and ability to take full advantage of his/her education.
3. I certify that the above information is correct.

Parent’s signature............................................……………Date.............................…

**The employer will need send the completed application form, along with a passport size photograph of the child, to:**

|  |
| --- |
| London Borough of Barking & Dagenham  Education Statutory Services Team  Town Hall Square, 1 Clockhouse Ave, Barking IG11 7LU  Tel: 020 8227 2151 Email: [accessattendance@lbbd.gov.uk](mailto:accessattendance@lbbd.gov.uk)  *Version: May 2022* |