** Bridgend County Borough Council**

**EMPLOYMENT OF SCHOOL CHILDREN – APPLICATION FORM**

**Minimum Age for Employment – 13 Years**

**CHILDREN AND YOUNG PERSONS ACT 1933**

**Sections 18(2) and 20(2)**

As amended by Children & Young Persons Act 1963, Education Act 1996

The Children (Protection at Work Regulations 1998)

The Children (Protection at Work Regulations) Regulations 2000

**Mae’r ffurflen hon hefyd ar gael yn y Gymraeg. This form is also available in Welsh. When completed this form should be returned within 7 days of commencement of the employment of the child.**

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| **TO BE COMPLETED BY THE PARENT OR CARER PRIOR TO EMPLOYMENT**  Name of Child:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sex: M /F Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Address:  Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ School attending:  Please tick “YES” or “NO” to the following Yes No  1. Is your child under the care of a doctor, consultant etc?  2. Is your child prescribed medication on a regular basis?  If you have answered “YES” to either of these questions please give more details including the name and address of the doctor or consultant.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I certify that my son/daughter \_\_\_\_\_\_\_\_\_\_\_\_\_ does not have any medical condition or disability which might affect his/her suitability for the proposed employment.  Do you wish for future correspondence in Welsh? Yes No  Name of Parent/Carer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Parent/Carer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship to child  Email :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Irrespective of the above declaration the Local Authority retains the right to insist, in certain circumstances that a child has a medical examination to prove he/she is fit to work.** |

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| **TO BE COMPLETED BY THE HEADTEACHER**  Signature of Headteacher\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **TO BE COMPLETED BY THE EMPLOYER**  Name of Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Business Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_\_\_\_  Business:  Address of place child to be employed (if different from business address)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name of Manager/Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **EMPLOYMENT DETAILS**  Childs job title  Date employment is to commence  Details of tasks child is to undertake  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **HOURS AND DAYS OF WORK**   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **DURING SCHOOL TERM**  12 hours maximum | | | | | | **DURING SCHOOL HOLIDAYS**  Maximum 25 hours ages 13/14 and 35 hours ages 15/16 | | | | | |  | From am | To am | Total | From pm | To pm | From am | To am | Total | From pm | To pm | | Monday |  |  |  |  |  |  |  |  |  |  | | Tuesday |  |  |  |  |  |  |  |  |  |  | | Wednesday |  |  |  |  |  |  |  |  |  |  | | Thursday |  |  |  |  |  |  |  |  |  |  | | Friday |  |  |  |  |  |  |  |  |  |  | | Saturday |  |  |  |  |  |  |  |  |  |  | | Sunday |  |  |  |  |  |  |  |  |  |  | |

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| **YOUNG PERSON’S RISK ASSESSMENT**  **I have carried out a risk assessment as laid down in the Management of Health and Safety at Work Regulations 1992, as amended by the Health and Safety (Young Persons) Regulations 1997, and informed the parents/legal guardian of the outcome.**  Signature of Employer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **MAXIMUM WORKING HOURS**   1. On a school day no child shall be employed for more than 2 hours. A child may work either for one hour between 7am and 8am and one hour between the end of school and 7.00pm or 2 hours between close of school and 7pm. 2. A child cannot be employed for more than 12 hours in any week in which a child is requested to attend school. 3. On Saturdays and non-school weekends no child under the age of 15 years may be employed for more than 5 hours (at 15 years no more than 8 hours) and not before 7am or after 7pm. 4. In the holidays no child under the age of 15 shall be employed for more than 25 hours a week (at 15 years no more than 35 hours) and not before 7am or after 7pm. 5. On Sundays no child shall be employed for more than 2 hours and not before 7am or after 7pm. 6. Every child must have at least two consecutive weeks without employment per year and these must fall within a period in a calendar year in which a child is not required to attend school. |

**Please send completed application form to:**

**Pupil Services, Education, Early Years and Young People Directorate, Bridgend County Borough Council, Civic Offices, Angel Street, Bridgend, CF31 4WB**

**Email:** [**pupilservices@bridgend.gov.uk**](mailto:pupilservices@bridgend.gov.uk)

**The child employment bylaws**

**No child of any age may be employed:**

(a) in a cinema, theatre, discotheque, dance hall or nightclub, except in connection with a performance given entirely by children;

(b) to sell or deliver alcohol, except in sealed containers;

(c) to deliver milk;

(d) to deliver fuel oils;

(e) in a commercial kitchen;

(f) to collect or sort refuse;

(g) in any work which is more than three metres above ground level or, in the case of internal work, more than three metres above floor level;

(h) in employment involving harmful exposure to physical, biological or chemical agents;

(i) to collect money or to sell or canvass door to door, except under the supervision of an adult;

(j) in work involving exposure to adult material or in situations which are for this reason otherwise unsuitable for children;

(k) in telephone sales;

(l) 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;

(m) 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 automatic machines, games of chance or skill or similar devices;

(n) in the personal care of residents of any residential care home or nursing home unless under the supervision of a responsible adult.

**Permitted employment of children aged 14 or over**

A child aged 14 or over may be employed only in light work.

**Permitted employment of children aged 13**

A child aged 13 may not be employed except in light work in one or more of the following specified categories:

(a) agricultural or horticultural work;

(b) delivery of newspapers, journals and other printed material, and collecting payment for same, subject to the provisions of byelaw;

(c) shop work, including shelf stacking;

(d) hairdressing salons;

(e) office work;

(f) car washing by hand in a private residential setting;

(g) in a cafe or restaurant;

(h) in riding stables;

(i) domestic work in hotels and other establishments offering accommodation.