



APPLICATION TO EMPLOY A CHILD UNDER THE BOROUGH BYELAWS CHILDREN & YOUNG PERSONS ACT 1933-1963 (as amended by the Education Acts 1944, 1976 and 1996 and the Children Act 1972/1989) The Children (Protection at Work) Regulations 1998
London Borough of Redbridge Byelaws 2003

PART 1 (To be completed by Employer)											
Company/ Organisation			Child's Name (Block Letters please)								
Company address			Child's address								
Tel No:			Tel No:								
Start Date											
Nature of child's employment			D.O.B (Please attach copy of Birth Certificate)								
Place of child's employment			School								
SCHEDULE OF EMPLOYMENT											
(See overleaf 'Hours of Work')											
SCHOOL TERM					SCHOOL HOLIDAYS						
12 hrs maximum					Max. 25 hrs ages 13/14 & 35 hrs ages 15/16						
	From am	To am		From pm	To pm		From am	To am		From pm	To pm
Monday											
Tuesday			L						L		
Wednesday			U						U		
Thursday			N						N		
Friday			C						C		
Saturday			H						H		
Sunday											

RISK ASSESSMENTS – (See overleaf for details)

I, the employer, confirm that an appropriate RISK ASSESSMENT, taking into account the child's age, has been carried out.

Management of Health & Safety at Work Act 1999

Signature of Employer	Print Name	Date
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PART 2 (to be completed by parent/legal guardian) Please note that no DBS checks will be undertaken by the London Borough of Redbridge in relation to the employer.

I confirm that, in my opinion, the above job would not jeopardise my child's health, welfare or ability to take full advantage of her/his education. I thereby give my permission for this employment.

Signature of Parent/Legal Guardian	Print Name	Date
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PART 3 (to be completed by Headteacher)

I have/have no objections on educational grounds to this employment.	Signature of Headteacher.....
	Print Name.....

Please email completed form along with 1 passport size photo and a copy of child's birth certificate to childemployment@redbridge.gov.uk

For the Employer – RISK ASSESSMENT

(1) Look for hazards (2) decide who might be harmed (3) evaluate the risks deciding whether the existing precautions are adequate or should be amended (4) record your findings and keep on file (5) review your assessment periodically & revise when necessary (6) pay particular attention to the child's lack of experience, training and supervision needs (7) you are legally required to advise the child's parent/s that a risk assessment has taken place.

Employment means "assistance in any trade or occupation which is carried on for profit, whether or not payment is received for that assistance".
NO CHILD IS ALLOWED TO WORK IF THEY ARE AGED 12 OR UNDER

PERMITTED EMPLOYMENT OF CHILDREN AGED 13 AND ABOVE

A child aged 13 may not be employed, except in light work in one or more of the following:- agricultural or horticultural work, delivery of newspapers, journals and other printed material, subject to the provision of Byelaw 3(i), shop work, including shelf stacking, hairdressing salons, office work, car washing by hand in a private residential setting, in a cafe or restaurant and in riding stables.

PROHIBITED EMPLOYMENT – ALL CHILDREN

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, to deliver milk, to deliver fuel oils, in a commercial kitchen, to collect or sort refuse, 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, in employment involving harmful exposure to physical, biological or chemical agents, to collect money or to sell or canvass door to door, 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 other 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 automatic machines, games of chance or skill or similar devices, in the personal care of residents of any residential care home or nursing home, domestic work in hotels and other establishments offering accommodation.

HOURS OF WORK

TERM TIME	HOLIDAY TIME
<p>Children may not work before 7am or after 7pm on any day.</p> <p>ALL AGES – <u>Max. 12 hrs per week during term time</u> Either, between the end of the school day and 7.00pm up to a maximum of 2 hours or 1 hour between 7-8.30am and 1 hour between the end of the school day and 7pm.</p> <p>SATURDAY 5 hrs max. Age 13/14 or 8 hrs max. Age 15/16</p> <p>SUNDAY 2 hrs max. All ages</p> <p><u>BREAKS: 1 hr break after 4 hrs continuous work</u></p>	<p>Children may not work before 7am or after 7pm on any day.</p> <p>Ages 13/14 Max. 25 hrs per week – 5 hrs in any one day + breaks Ages 15/16 Max. 35 hrs per week – 8 hrs in any one day + breaks</p> <p>SATURDAY 5 hrs max. Age 13/14 8 hrs max. Age 15/16</p> <p>SUNDAY 2 hrs max. All ages</p> <p style="text-align: center;"><u>BREAKS as Term Time</u></p> <p>Must have at least two consecutive weeks without working during school holidays in every 1 year period of employment</p>

COMPULSORY SCHOOL LEAVING AGE

There is only **ONE** school leaving date. A young person reaches the end of compulsory age **on the last Friday in June in the school year during which he/she becomes 16**. You must still apply for an Employment Permit even if a child is over 16 if they are in their final GCSE year at school.