

BOROUGH OF POOLE

CHILDREN AND YOUNG PERSONS ACTS 1933-1963
 as amended by the Education Acts, 1996
 Children (Protection at Work) Regulations 1998



BYE-LAWS RELATING TO THE EMPLOYMENT OF CHILDREN

Please complete this form clearly in BLOCK LETTERS. Do not damage or mutilate it in any way. See also NOTES.

PART A - EMPLOYER'S APPLICATION

FULL NAME OF CHILD

DATE OF BIRTH

CHILD'S ADDRESS

CHILD TO BE EMPLOYED AS

PLACE AT WHICH CHILD WILL BE EMPLOYED

(if different from Trading Address below)

TRADE NAME OF EMPLOYER

(as in telephone directory)

TRADING ADDRESS

Tel. No

TRADE OR BUSINESS

DAYS AND HOURS OF EMPLOYMENT;

NOTE: The hours of employment must be specified. If you cannot specify the exact hours please put the earliest probable start time and the latest finishing time. Employment may not commence before 7:00am or finish after 7:00pm. A permit cannot be issued if no hours are specified i.e. putting max 5 hrs per day will not be accepted.

Children **must** have a break during the school holidays for 2 consecutive weeks in each year

DAYS AND HOURS OF CHILD'S EMPLOYMENT	A	School days:	from	am	to	am
			from	pm	to	pm
	B	Sundays:	from	am	to	am
			from	pm	to	pm
		employment may not be for more than a total of 2 hrs				
C	Saturdays:	from	am	to	am	
		from	pm	to	pm	
D	Holidays:	from	am	to	am	
	(not Sundays)	from	pm	to	pm	

FOR OFFICIAL USE ONLY

Employment Permit No

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Year

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Record Ceased

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Date employment commenced

EMPLOYER'S DECLARATION

I hereby make an application for a Permit to employ the above-named child. I fully understand the conditions attached to the employment of the said child, including the need to undertake and provide the child's parents with any information on any risks to the health and safety of their child whilst in my employment, and details of steps taken to eliminate or minimise that risk.

Date Signed

Employer

NOTE:
 Employment during term time may not exceed 12 hours per week (Mon-Sun).
 During school holidays hours may not exceed 25 hours per week (Mon-Sun) at age 13 and 14 or 35 hours per week (Mon-Sun) at age 15 and 16.

PART B - PARENT'S OR GUARDIAN'S DECLARATION

- (1) Is your son/daughter currently healthy? YES/NO
- (2) Does he/she regularly attend school? YES/NO
- (3) Has your child suffered any major illness or accident in the past three years? YES/NO
- (4) Is your son/daughter receiving any medical treatment at present? YES/NO
- (5) Does he/she currently have another job? YES/NO
- (5a) If yes, do they have a permit for this job YES/NO
- (6) Have you been notified of the results of your child's Health & Safety Risk assessment carried out by the employer. YES/NO

I agree to this employment of my child.

Date Signed *Parent or Guardian*

PART C - SCHOOL CERTIFICATE

SCHOOL ATTENDING

In respect of the application overleaf, please answer the questions below so that the application may be further considered.

- (1) Is the date of birth correct? YES/NO
If NO, please state correct date of birth:
- (2) At what time does morning school usually commence:
- (3) Will the employment as outlined overleaf be likely to have a detrimental effect on the child's education? YES/NO

If YES, please comment briefly, or, if preferred, write separately to Employment and Performance Officer, Pupil & Parent Support, The Dolphin Centre, but endorsing this form to indicate that a report should be expected.

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Date Signed
Head Teacher, Head of Year, Head of House

BEFORE ISSUING A PERMIT A LOCAL AUTHORITY MAY REQUIRE A CHILD TO HAVE A MEDICAL EXAMINATION

NOTES

- PART A to be completed by the Employer.
- PART B to be completed by the child's Parent or Guardian.
- PART C to be completed by the child's Head Teacher, Head of Year, or Head of House

When all parts are completed, the form should be returned as below.

The local authority may at any time revoke a child's employment permit if it believes

- a) that the child is being unlawfully employed
- b) that his/her health, welfare or education are suffering or likely to suffer as a result of the employment

Any delay in the return of the form may make the employment illegal.

THIS FORM TO BE RETURNED TO:

The Employment and Performance Officer, Pupil and Parent Support, The Dolphin Centre, Poole, Dorset BH15 1SA
Tel: (01202) 261900

(Copies of the byelaws may be obtained from the Employment and Performance Officer at the above address).