

Child Employment Team  
PO Box 16938  
Birmingham  
B2 2JZ  
Tel: 0121 303 8900  
E-mail: childemployment@birmingham.gov.uk

**For Office Use Only**

Application ID: ..... Pupil No: .....  
Employer's ID: .....  
Permit No: ..... Date: .....  
Copies Emailed: .....  
Admin Sign: .....

**APPLICATION TO EMPLOY A CHILD**

**Children and Young Persons Act 1933-98, Education Act 1996, The Children Protection at Work Regulations 1998, and in conjunction with the City of Birmingham District Council (Employment of Children) Byelaws 1998.**

Data Protection Act 1998 – In order to safeguard the welfare of the child, the information provided may be shared with other relevant parties.

**TO BE COMPLETED BY THE CHILD'S EMPLOYER  
(PLEASE USE CAPITALS)**

**ALL SECTIONS MUST BE COMPLETED.**

**INCOMPLETE APPLICATIONS WILL BE RETURNED**

**Child's Details (in full)**

Surname:.....Forenames(s).....  
D.O.B: .....Age..... Male  Female  Please(✓) tick  
Address.....  
.....Postcode:..... Tel No:.....

**School Details**

Name of School:.....Form/Class No.....  
Address:.....

**Employer's Details (in full)**

Employer ID if known: .....Tel No: .....  
Business/Trading Name:.....Contact Name:.....  
Address where child is employed.....  
Job Title:..... Start Date:.....  
Email (Permits will be Emailed):.....

**Duties and Responsibilities: (in full)**

.....  
Head Office address (if different from above):.....  
.....  
Contact Person:..... Tel No:.....  
Email Address:.....

**Employers Liability Insurance (Please quote Employers Liability Insurance details)**

Name of Company.....  
Policy Number .....

**Hours of Employment**

**The named child is to be employed on the following days and times:**

	DURING SCHOOL TERM				DURING SCHOOL HOLIDAYS				
	12 hours Maximum				Max 25hrs aged 13-14 & 35hrs aged 15-16				
	From	To		From	To		From	To	
Monday			L			L			
Tuesday			U			U			
Wednesday			N			N			
Thursday									
Friday			C			C			
Saturday			H			H			
Sunday									

**Any Other Information**

.....

.....

.....

**Permitted Hours of work**

**Term Time:**

Children can work a maximum of **2 hours** per school day: One hour in the morning between **7am - 8am** and one hour between the end of school and **7pm** **or** 2 hours between the end of school and **7pm**.

**All ages are only allowed to work up to a maximum of 12 hours per week during term time.**

**Sundays:**

Children can work a maximum of 2 hours on Sunday between the hours of **7a.m.** and **7p.m.**

**Saturday & School holidays:**

**13 & 14** year olds can work a maximum of **5 hours** per day between **7am-7pm**, up to a maximum of **25** hours per week in school holidays.

**15 & 16** year olds can work a maximum of **8 hours** per day between **7am-7pm**, up to a maximum of **35** hours per week in school holidays. If children work for more than **4** hours they must have one hour break.

**Children must have at least 2 consecutive weeks holiday per year.**

**Health & Safety (Young Persons) Regulations 1997**  
(MUST BE COMPLETED BY EMPLOYER, see attached notes for guidance)

I confirm that an appropriate risk assessment has been carried out and the parent/care has been informed of any risks and control measures.

**Employers Signature** .....

**Date** .....

**Declaration of Child's School - (must be completed by Head Teacher)**  
**Please answer the question below so the application can be considered.**

1) What time does the school start each morning? .....

2) Is school attendance a concern?    Yes        No   

3) Will the employment outlined overleaf be likely to have a detrimental effect on the child's education?

Yes     No     If yes, please comment briefly;

.....  
.....  
.....

Signed .....

Date .....

Official School Stamp

**In order to assist us in monitoring the effectiveness of our Equal Opportunities Policy you are requested to give the following information. Please tick appropriate box.**

**Ethnic Origin of Employer**

<b>White</b>	UK	
	European	
	Irish	
	Other	
<b>Black</b>	African	
	African/Caribbean	
	Other	
<b>Mixed</b>		

<b>Asian</b>	Indian	
	Pakistani	
	Banqladeshi	
	Chinese	
	Vietnamese	
	Other	
<b>Any Other Group (please state)</b>		

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Date Issued:

Referred for Medical:

Date Deregistered:

**MEDICAL DECLARATION**

**TO BE COMPLETED BY THE CHILD'S PARENT / CARER (PLEASE USE CAPITALS). ALL SECTIONS MUST BE COMPLETED. FAILURE TO COMPLETE WILL DELAY REGISTRATION.**

**DATA PROTECTION ACT 1998 – IN ORDER TO SAFEGUARD THE WELFARE OF YOUR CHILD, THE INFORMATION PROVIDED MAY BE SHARED WITH OTHER RELEVANT PARTIES.**

**Child's Details (in full)**

Surname: ..... Forename(s): .....

D.O.B: ..... Age: ..... Male  Female  Please (✓) tick

Address: .....

..... Postcode: ..... Tel. No: .....

School: .....

Doctor's name: ..... Doctor's Tel. No: .....

Doctor's Address: .....

Child's Employer .....

Employer's Address: .....

..... Postcode: ..... Tel. No: .....

Description of work: .....

.....

**The information requested here will not necessarily prevent your child from being employed**

Does your child suffer from a medical condition or a disability: YES  NO

If 'YES' please give details: .....

.....

Does your child need to take regular medication or have an allergy the employer needs to be aware of?

YES  NO  If 'YES' please give details:

.....

4) Does he/she regularly attend school? YES  NO

5) Does he/she currently have other jobs? 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

## PARENT / CARER DECLARATION

I consent to my child being employed by the named employer. I am aware of the type of work he/she will be doing and the hours he/she will be required to work.

I confirm that my child is medically fit to do work and in my opinion the employment stated will not affect his/her health or education. I declare that to the best of my knowledge the information provided on this form is true.

**Name:** (Block Letters) .....

**Signed:** ..... **Date:** .....

**Relationship to Child:** .....

**Email:** .....

(Please note a **copy** of the work permit will not be issued unless requested and an email address supplied.

**NB:** It may necessary for your child to be called for a medical. You should always accompany your child if a medical is required. **Always contact the clinic if you cannot attend.** Your child's employment can be terminated if you fail to keep medical appointments.

Once the Local Authority carries out the necessary checks and is satisfied that the duties and hours will not be detrimental to the child's health, welfare and education a Work Permit will be issued.

In order to assist us in monitoring the effectiveness of our Equal Opportunities Policy you are requested to give the following information.

**Ethnic Origin: I would describe my child's ethnic origin as: (Please tick appropriate box)**

<b>White</b>	UK	
	European	
	Irish	
	Other	
<b>Black</b>	African	
	African/Caribbean	
	Other	
<b>Mixed</b>		

<b>Asian</b>	Indian	
	Pakistani	
	Bangladeshi	
	Chinese	
	Vietnamese	
	Other	
<b>Any Other Group (please state)</b>		

Please return this form to the employer, who will return it to the Child Employment Team

For Further Information Please Contact:

**Child Employment Team, PO Box 16938, Birmingham B2 2JZ**  
**Tel: 0121 303 8900 Email Address: [childemployment@birmingham.gov.uk](mailto:childemployment@birmingham.gov.uk)**

## **Health & Safety (Young Persons) Regulations 1997**

### **Notes for Employers of Children of Compulsory School Age**

#### **INTRODUCTION**

These Regulations, which have the force of law, came into effect on 31<sup>st</sup> March 1997. They apply to all organisations and are intended to bring together good practice in risk assessment.

#### **RISK ASSESSMENT**

An employer must make a risk assessment specifically relating to the employment of children before employing them. If there are already children working in the organisation, a risk assessment must be made immediately (if it has not been done since 31<sup>st</sup> March 1997).

The risk assessment must pay particular attention to:

- The immaturity and inexperience of the child and any consequential lack of awareness of risks.
- The health and safety training to be given to the young person.
- The risks posed by those aspects listed in the Annex to Council Directive 94/33/EC (this includes such aspects as work with explosives, work with lead and asbestos etc).
- The nature and layout of the work area.
- The types of equipment, methods of use and work activities to be undertaken.

The work permit application form will ask whether a risk assessment has been undertaken.

#### **REDUCTION OF RISKS**

An employer must ensure that children are not exposed to risks at work that arise because of their lack of maturity or experience and lack of awareness of dangerous or potentially dangerous situations.

A child should not be expected to do any of the following:

- Work beyond their physical or psychological capabilities
- Work involving risk to health from noise, vibration or extreme, heat/cold
- Work involving harmful exposure to any agents which can chronically affect health, including those with toxic or carcinogenic effects of those causing genetic damage to harm an unborn child.

Having carried out the assessment, the results will suggest whether the employer should restrict the work of children within the workplace.

Even if there is not involvement with any of the work areas specified above the employer may still feel that there is a significant risk to children and, if this is so, they must not be allowed to undertake such work. Where the employer feels that the risk can be avoided or adequately controlled, and the child therefore employed, it is important to ensure that appropriate information, instruction and training is provided, both for the child and for the rest of the workforce.

The principles of risk assessment are the same for children as they are for any other group of people, with additional considerations necessary to allow for their lack of experience and maturity. Supervision arrangements should also be carefully considered, particularly as children may be easily led by a less considered, particularly as children may be easily led by a less conscientious member of staff. It is important that they receive thorough instructions and appropriate supervision.

## **INFORMING PARENTS OF THE RISKS**

When a child is employed, the employer must inform the parents of:

- The finding of the risk assessment
- Any protective or preventative measures that are being taken

The information does not have to be in writing, but it does have to be 'comprehensive and relevant information'. It must be given to the parents before the employment begins.

## **TRAINING FOR EMPLOYED CHILDREN**

Even children employed on a part-time basis should be given training. In addition to training specifically about the job, employers should offer training on the following:

- Safety policy – an explanation of the company's policy and any relevant sections.
- Child's personal responsibilities – these should be discussed and emphasised.
- Safety documentation/literature – any relevant documentation should be discussed and distributed.
- Key safety people – these should be introduced where possible, and their functions explained.
- Safe working systems – the particular hazards associated with the work area and work processes should be explained, together with the need to follow safe working practices at all times.
- Manual handling – explain that manual handling should be avoided where possible; demonstrate techniques for safe lifting if relevant.
- Housekeeping – explain why the work area should always be kept tidy and clean.
- Prohibited areas – identify those areas which are out of bounds and why.
- Machinery – identify those items of machinery which must not be operated and why, and explain which pieces of machinery must only be used after training and under supervision; explain the need to report faults, and that repairs should only be carried out by qualified and competent staff.
- Dangerous substances (including cleaning fluids) – explain what is in use within the workplace, storage arrangements and safety precautions; stress the need to read the label.
- Personal protective equipment (PPE) – if (PPE) is provided, explain what it is used for, where it is kept and who is responsible for its maintenance.
- Safety equipment – if safety equipment is used, explain what it is used for, where it is kept and who is responsible for its maintenance and for the training of staff.
- Personal hygiene – show the locations of toilet and washing facilities.
- First aid – explains the arrangements for first aid and shows the locations of these facilities.
- Accident reporting – stress the need to report all accidents and near misses, even if no-one is hurt and there is no damage; show the locations of the accident book emergency procedures – explain the emergency procedures and, if necessary, practice the procedure with the new starter.
- Smoking, drugs and alcohol – explain the organisation's policies on smoking, drugs and alcohol; show the location of any smoking and non-smoking areas.

You may also consider purchasing the 'Young People at Work' booklet published by the Health & Safety Executive – ISBN number 0-71761285-6.