# ROYAL BOROUGH OF GREENWICH

# Apply for a Child Work Permit

## Children and Young Persons Act 1933

## Greenwich Council By-laws 1999

This form must be forwarded by the employer within one week of employing a child to:

Attendance Advisory Service, Child Employment Officer, The Woolwich Centre, 1st Floor,

35 Wellington Street, Woolwich, SE18 6HQ. Tel: 020 8921 8510 /8505

email: [child.employment@royalgreenwich.gov.uk](mailto:child.employment@royalgreenwich.gov.uk)

***Form to be signed and scanned to the above email address.***

**SECTION 1** – To be completed and signed by Employer, (***Please Print)***

Name of Employer............................................................................................................................................

Address...............................................................................................................Postcode...............................

Tel No................................................... Email....................................................................................

Nature of Business...........................................................................................................................................

Nature of Child’s Employment......................................................................................................................

Main Duties........................................................................................................................................................

Work Location……………………………………………………………………………………

(If different from organisation address)

Days and Hours of Child’s Employment (***Please circle days of employment****) \**

**School Days:** Mon Tues Wed Thurs FriBEFOREschool from................am to .............am

School Days:Mon Tues Wed Thurs FriAFTERschool from................pm to .............pm

**Saturdays**  from….…......am to…...….pm

Maximum 8 hours (1 hour break after 4 hours continuous work)

Sundays (maximum 2 hours)from................am to .............pm

**School Holidays**

Mon Tues Wed Thurs Frifrom..................am to ...........pm

## *I can confirm that an appropriate risk assessment has been carried out under the requirements of the Health and Safety (Young Persons) Regulations,1997 and the parents/carers have been informed of this.*

## (*include risk assessment as attachments) \**

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

Full Name **…………………………………** Position.................................................................

**CHILDREN/YOUNG PEOPLE MAY BE STOPPED FROM WORKING IF THEY DO NOT ATTEND OR ARE LATE FOR SCHOOL OR IF THEIR SCHOOL WORK SUFFERS.**

**PLEASE NOTE AN INSPECTION OF THE WORK PREMISES CAN BE UNDERTAKEN AT ANYTIME BY THE LOCAL AUTHORITY.**

**SECTION 2** To be completed by Parent/Carer **(*Please print)***

Child/Young person Full Name..................................................................................................................................

Date of Birth ............................................... Age ……….…….……………... Gender.….....................................................

Address..........................................................................................................................................................................

Post Code ......................................................... Tel. No ………………………….……………………

School................................................................... Address……………….………………………...……………………………………………………….

## Parental Consent

This application has my approval and to the best of my knowledge:

* I am unaware of medical reason that might be aggravated by my child carrying out the proposed employment.
* This job would not have a detrimental effect on my child education.
* I can confirm that the employer has provided me with information about the

findings of the risk assessment and the control measures they have introduced to reduce any risk.

If either of these things occurs, the permit can be removed.

Signed: ............................................................... Parent/Carer Date: .......................................

Print name: ………………………………………………………

* ***Photo to be attached to the application.***

**GUIDANCE FOR THE EMPLOYMENT OF CHILDREN AND YOUNG PERSONS**

**What the Law says: -**

Before a young person starts work, the employer must register with the Local Education Authority in the area where they will be employed. If the employer does not do this, it may mean that the young person is not insured. This also applies to parents employing their own children in a family business. It is illegal to employ any young person below the age of thirteen. If a young person is of compulsory school age, they must have a permit.

## LEGAL WORKING HOURS

|  |  |  |
| --- | --- | --- |
| **Age** | **Days** | **During the following hours** |
| 13 & 14 | School Days | Not more than 2 hours in anyone-day. These must be: -   * In the morning between 7am and 8am * In the evening between close of school and 7pm |
| Saturdays | 5 Hours a day between 7am and 7pm (1 hour break after 4 hours continuous work) |
| Sundays | 2 Hours a day between 7am and 7pm |
| School Holidays | 5 Hours a day (except Sunday) between 7am and 7pm THIS MUST NOT EXCEED 25 HOURS PER WEEK |
| 15 & 16 | School Days | As for age 13 |
| Saturdays | 8 Hours a day between 7am and 7pm (1 hour break after 4 hours continuous work) |
| Sundays | 2 Hours a day between 7am and 7pm |
| School Holidays | 8 Hours a day (except Sunday) between 7am and 7pm  (1 hour break after 4 hours continuous work) THIS MUST NOT EXCEED 35 HOURS PER WEEK |
| 16 | Full Time Employment | It is illegal to leave school before the last Friday in June, even if a National Insurance Number has been issued |

Please be aware that after the completion of a 4-hour work shift, a one-hour rest break must follow.

The working year being January to December, the employer must allow a two-week consecutive holiday which may fall within any school holiday period.

**SOME JOBS CHILDREN / YOUNG PEOPLE CAN DO:**

* Delivery of newspaper
* Shop work.
* Hairdressing salon
* Office work
* Waiter/waitress duties in a cafe or restaurant
* Chambermaid duties

**JOBS THAT CHILDREN / YOUNG PEOPLE CANNOT DO:**

* Sell alcohol/cigarettes/prescribed medicine.
* Sell on a street/door to door.
* Use dangerous machinery or do work that may cause harm/injury.
* Cook food or work in a kitchen.
* Deliver milk.

**PLACES THAT CHILDREN / YOUNG PEOPLE CANNOT WORK:**

* In a pub or club selling of alcohol, except in sealed containers.
* In an amusement arcade / fairground / gambling club
* In a warehouse / factory or slaughterhouse/butcher shop
* In a commercial kitchen or chip shop
* On a street – street trading / door to door selling – telephone sales.
* In a theatre, cinema, disco, dance hall (unless licensed to perform there)
* On a Building site – Cleaning or Operating machinery
* Collecting or sorting refuse
* Activities connected with the use of firearms.
* Care or Residential homes.

\* ***Babysitting is not subject to regulations***