



**BUCKINGHAMSHIRE COUNTY COUNCIL
EDUCATION WELFARE SERVICE
EMPLOYMENT PERMIT APPLICATION FORM**

Update Sept 2006

*Children & Young Persons Act 1933 /63 (as amended)
Buckinghamshire County Council Byelaws 1998*

PART 1 (to be completed by Employer)

Company/Organisation		Child Name	
Address		Address	
Tel. No.			
Start Date			
Nature of Work		D.O.B.	
Place of Work		School	

SCHEDULE OF EMPLOYMENT

1 hour break required after 4 hours continuous work

	DURING SCHOOL TERM				DURING SCHOOL HOLIDAYS			
	12 hrs Maximum				Max. 25 hrs ages 13/14 and 35 hrs ages 15/16			
	FROM	TO		FROM	TO		FROM	TO
MONDAY								
TUESDAY			L				L	
WEDNESDAY			U				U	
THURSDAY			N				N	
FRIDAY			C				C	
SATURDAY			H				H	
SUNDAY								

RISK ASSESSMENTS—(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 & keep on file (5) review your assessment periodically & revise when necessary (6) pay particular attention to the child's lack of experience, training & supervision needs (7) you are legally required to advise the child's parent/s that a risk assessment has taken place. Risk assessment forms are available via our website or contact us for a copy.

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 Regulations 1999

SIGNATURE OF EMPLOYER	PRINT NAME	DATE
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PART 2 (to be completed by parent/legal guardian)

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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PLEASE RETURN COMPLETED FORM TO THE AYLESBURY OFFICE:-
Buckinghamshire County Council, Education Welfare Service, Pupils, Students & Families,
3rd Floor, New County Offices, Walton Street, Aylesbury, Bucks. HP20 1UZ.
Tel: 01296-383512 Fax: 01296-381432 Email: childemployment@buckscc.gov.uk Website: www.buckscc.gov.uk

DATE	EMPLOYMENT PERMIT NUMBER
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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 AGE 12 OR UNDER

PROCEDURE

Within 1 week of employing a child, the EMPLOYER must send to the authority written notification in the form of a Employment Permit Application Form.

1. **PART 1** Employer completes, signs and dates form.
2. **PART 2** Parent/legal Guardian completes, signs and dates form.
3. Completed form returned to Education Welfare Service, County Hall, Aylesbury, Buckinghamshire.
4. Where, on receipt of the Employment Permit Application Form, the local authority is satisfied that the employment is lawful, the child’s health, welfare or ability to take full advantage of his/her education would not be jeopardised and that the child is fit to undertake the work for which he/she is to be employed 2 Employment Permits will be issued. 1 for the child and 1 for the Employer’s records.
5. The Employment Permit will state the details from Part 1 & 2 of the Employment Permit Application Form. The child may only be employed in accordance with these details.
6. If any of (5) changes contact the department for amendment.
7. The local authority may also, at any time, revoke a child’s Employment Permit if it believes that the child is being unlawfully employed, or that his/her health, welfare or ability to take advantage of his/her education are suffering or likely to suffer as a result of being employed.
8. A child & employer must produce the Employment Permit for inspection when required to do so by an authorised officer of the authority or a police officer.

PERMITTED EMPLOYMENT OF CHILDREN AGED 13 ONLY

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 & other printed material, shop work, including shelf stacking, hairdressing salons, office work, car washing by hand in a private residential setting, in a cafe or restaurant, in riding stables, domestic work in hotels and other establishments offering accommodation.

PROHIBITED EMPLOYMENT - all children

No child of any age may be employed: in a cinema, theatre, disco, 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 the 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.

HOURS OF WORK

BREAKS – minimum 1 hour after 4 hours continuous work

TERM TIME	HOLIDAY TIME
<p>Between 7 am and 7 pm Monday to Sunday ALL AGES - Max. 12 hrs per 7 day term time week*- Within the following: 1 hour before school & 1 hour after school between 7 & 8.30 am & between end of school day & 7 pm OR 2 hours between end of school day & 7 pm SATURDAY 5 hrs max. Age 13/14 8 hrs max Age 15/16 SUNDAY 2 hrs max. all ages</p>	<p>Between 7 am and 7 pm Monday to Sunday Total hours per 7 day week Ages 13/14 Max. 25 hrs per week Ages 15/16 Max 35 hrs per week SATURDAY 5 hrs max. Age 13/14 8 hrs max Age 15/16 SUNDAY 2 hrs max. all ages</p>

COMPULSORY SCHOOL LEAVING AGE

NOTE: There is only ONE school leaving date which is the last Friday in June each year. 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 (Year 11). The official school year is from 1st September to 31st August.