

# Children's Work Permit



HILLINGDON  
LONDON

## EDUCATION AUTHORITY

CHILDREN AND YOUNG PERSONS ACTS, 1933 to 1963  
(as amended by the Education Acts, 1944 to 1962)  
Bye-laws with respect to the employment of children

**OFFICIAL USE ONLY**  
**Employment No:**

**Date issued:**

### 1. TO BE COMPLETED BY EMPLOYER (in block capitals)

(Before completing this form the attached extracts from the Bye-laws should be carefully read)

I hereby give notice that I wish to employ:			
Name of Child:		Date of Birth	
Childs Address			
Post Code		Tel No:	
School			

Company Name			
Nature of Business			
Address of Employer			
Post Code		Tel No:	
Email Address:			
Job Title		Employer Name	
Signature		Date	

Address at which child will be employed (if different from above)	
Nature of employment proposed for child (describe main tasks)	

### Days and Times of Proposed Employment:

Term Time					
Monday		AM/PM	to		AM/PM
Tuesday		AM/PM	to		AM/PM
Wednesday		AM/PM	to		AM/PM
Thursday		AM/PM	to		AM/PM
Friday		AM/PM	to		AM/PM

Weekend (between the hours of)					
Saturday		AM/PM	to		AM/PM
Sunday		AM/PM	to		AM/PM

School Holidays (between the hours of)					
Monday		AM/PM	to		AM/PM
Tuesday		AM/PM	to		AM/PM
Wednesday		AM/PM	to		AM/PM
Thursday		AM/PM	to		AM/PM
Friday		AM/PM	to		AM/PM

I confirm that a risk assessment has been carried out to ensure that the employment is not harmful to the health and safety of the young person. (Please Note: This is a legal requirement).			
Employers Name		Employers Signature	
Designation		Date	

### 2(a). TO BE COMPLETED BY PARENT / GUARDIAN (in block capitals)

Parents must be aware that employers are not required to have a CRB check

Is the child already in possession of an Employment Card (obsolete) or letter	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, please state the Council by whom it was issued and the number of the card		
I CONSENT to the employment referred to above and certify that the particulars are correct.		
Name		Relationship to Child
Signature		Date

### 2(b). MEDICAL - TO BE COMPLETED BY PARENT / GUARDIAN

I have read the completed application and as the parent/guardian of the named young person I believe that they are fit and I am satisfied with their health. I believe that the employment stated above <u>will / will not</u> (please circle) be prejudicial to my child's health, welfare or physical development. I believe also that it <u>will / will not</u> (please circle) render my child unfit to obtain the proper and full benefit from education by undertaking the stated work.			
Signature of Parent/Carer		Date	

### 3. TO BE COMPLETED BY THE HEAD TEACHER / HEAD OF YEAR

Name		Designation	
Signature		Date	
I have no reason to believe that working within the legally permitted hours will affect this pupil's education and therefore agree to a work permit being issued.			

#### Official School stamp

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Please email the completed form to:

[applicationsadmin@hillington.gov.uk](mailto:applicationsadmin@hillington.gov.uk)

or via post to: Applications Processing Team,  
London Borough of Hillingdon, 3N/04, Civic Centre,  
High Street, Uxbridge, UB8 1UW

Tel: 01895 558 170

[www.hillingdon.gov.uk](http://www.hillingdon.gov.uk)

- Children's and Young Person act 1933 to 1963
- Education Acts 1944 to 1996
- Children act 1989
- Children (protection at Work) regulations 1998
- Health 7 safety (Young Person's) Regulations 1997

## Working Times

Children may work during term time for:

- A maximum of two hours on school days
- A maximum of two hours on Sundays
- A maximum of five hours (13 to 14 year olds) or eight hours (15 to 16 year olds) on Saturdays
- A maximum of 12 hours per week

During school holidays children may work for up to five hours (13 -14 year olds) or eight hours (15-16 year olds) on a weekday, subject to a maximum weekly limit of 25 hours (13-14year olds) or 35 hours (15-16 year olds).

A child must have a two-week break from any employment in each year.

Children may not work:

- For more than an hour before school
- During school hours
- Before 7am or after 7 pm
- For more than four hours without a break of more than one hour
- Without an employment permit issued by the Local Authority
- In any industrial setting, e.g. factory or building site
- In any occupations prohibited by local byelaws or other legislation, e.g. pubs, betting shops, or in any work that may be harmful to their health, well being or education.

## Employment Permits:

Employers must inform their Local Authority that they have employed a school age child. If satisfied with the arrangements, the Local Authority will issue the child with an employment permit. This may be rescinded, or employment restricted in some way should there be any concern that the child's health or education are suffering.

## Jobs Children can do:

- Agricultural or Horticultural work (subject to local byelaws)
- Delivery of newspapers, journals and other printed materials
- Shop work including shelf stacking
- Hairdressing Salons
- Car washing by hand in a private or residential area
- In a café or restaurant
- In riding stables (a child under 16 cannot be supervise riding or be left in charge of the stables)
- Domestic work in hotels and other establishments offering accommodation

## Jobs children cannot do are covered in the following:

### EXTRACT FROM BYE-LAWS - PROHIBITED EMPLOYMENTS

2. No child shall be employed in any of the following occupations:
- (a) In the kitchen of any hotel, cookshop, fried fish shop, eating house, refreshment room or in the kitchen of any other commercial establishment.
  - (b) As attendant or assistant in any place used or licensed for games, or in any registered club.
  - (c) In or in connection with the sale of intoxicating liquors, except in places where such liquors are sold exclusively in sealed containers.
  - (d) In collecting or sorting rags, scrap metal or refuse.
  - (e) As an attendant or assistant in any premises or fairground used for the purpose of public amusement by means of automatic machines, mutoscopes, shooting ranges, games of chance or skill, or similar devices.
  - (f) In any slaughter house.
  - (g) In or in connection with any betting shop, racing course or tracks or other place where any like sport is carried on (or as an assistant in any business conducted therein).
  - (h) In any agricultural or other work involving heavy strain.
  - (i) In or in connection with the sale or delivery of paraffin, turpentine or turpentine substitute (also known as white spirit); methylated spirit or petroleum spirit. Or on a milk round.
  - (j) In touting or selling from door to door.
  - (k) In window cleaning, except as part of an incidental to light housework.
  - (l) In any cinema, theatre, discotheque, dance hall or other places of entertainment except where performances are entirely by children or in accordance with the provisions of performance legislation.
  - (m) At or in connection with any machine described as dangerous in any other order made by virtue of Section 19 of the Office Shops and Railway Premises Act 1963.

NOTES:- By Section 18(i)(f) of the Children and Young Persons Act 1933, no child may be employed to lift, carry or move anything so heavy as likely to cause injury to him. By Section 9(1) and 3(2) of the Employment of Women, Young Persons and Children Act 1920, no child may be employed in any industrial undertaking other than one in which only members of the same family are employed. By Section 20(1) of the Children and Young Persons Act 1933 no child may be engaged in street trading. Many other occupations are prohibited by other legislation and if there is any doubt you should contact the Local Authority's Director of Education.

### REGULATION OF EMPLOYMENT

3. No child under the age of 13 shall be employed provided that subject to the provisions of these by-laws a child who has attained the age of 12 years may be employed by his parent or guardian in light agricultural or horticultural work.
4. Subject to the provisions of bye-law 5, no child shall be employed on school days except between the hours of 4.00pm and 7.00pm.
5. A child who has attained the age of 13 may be employed before school between 7.00am and 8.00am in the delivery of newspaper but if so employed shall not also be employed after school hours except for a period of not more than one hour which shall be between 4.00pm and 7.00pm.
6. No child under the age of 15 years shall be employed on any Saturday or other school holiday for more than 5 hours; a child who has attained the age of 15 years may be employed on any Saturday or other school holiday for not more than 8 hours provided that he shall not be employed for more than four hours without continuous interval of at least one hour for rest and recreation. No child may be employed before 7.00am or after 7.00pm,
7. No child shall be employed on Sunday for not more than two hours
8. (i) No child shall be employed in any week for more than 25 hours if he is under the age of 15 years or for more than 35 hours if he has attained the age of 15 years, unless (subject to provision of bye-law 9) such employment is in pursuance of arrangements made or approved by the Local Education Authority with a view to providing him with work experience as part of his education.
- (ii) The total weekly working hours of a child must not exceed 35 hours exclusive of meal breaks and rest periods.
9. (a) The employer shall send a written notification to the Local Authority stating his name and address, the name, address and date of birth of the child, the occupation in which and the place at which the child is employed and the times at which the employment begins and ends. The notification shall be sent forthwith after the employment begins.
- (b) The employer shall keep a register of all the children employed and on which the details specified in (a) above are recorded. A return of the register shall be sent to the Director of Education (4E/01) annually. This should normally be during August. Employment registers must be available for inspection by the Local Authority's Officers at any time during normal employment hours.