

# CAERPHILLY COUNTY BOROUGH COUNCIL DEPARTMENT OF EDUCATION AND LIFELONG LEARNING

Children & Young Persons Act 1933, 1963, Education Act 1996,  
The Children (Protection at Work) Regulations 1998  
EMPLOYMENT OF CHILDREN

**TO BE COMPLETED BY THE CHILD'S PARENT OR GUARDIAN IN BLOCK CAPITALS AND SHOULD BE ACCOMPANIED  
BY ONE PASSPORT PHOTOGRAPH.**

|                               |  |
|-------------------------------|--|
| Name of Child (in full):      |  |
| Date of Birth:                |  |
| Address (including postcode): |  |
| Telephone number:             |  |
| School attending:             |  |
| Name of Parent / Guardian:    |  |

*(This information will be checked against school records)*

## DECLARATION

**I confirm that the date of birth for the child named above is correct and he/she is medically fit and able to undertake the duties of this employment. I also confirm I have received a copy of the Employment of Children Byelaws 1999 and consent to this employment.**

Signature of parent / guardian: \_\_\_\_\_ Date: \_\_\_\_\_

### How we will use your information

This information, together with any additional information received from relevant parties, would be processed by the Education Welfare Service (EWS) which is the department within Caerphilly County Borough Council (CCBC) who holds the statutory responsibility for child employment activities, school attendance and welfare. Further information on how the information will be processed and used is available in the form of a full privacy notice and can be found at [www.caerphilly.gov.uk](http://www.caerphilly.gov.uk)

**TO BE COMPLETED BY THE EMPLOYER IN BLOCK CAPITALS.**

|                                       |  |
|---------------------------------------|--|
| Employer name:                        |  |
| Company name if different from above: |  |
| Address:                              |  |
| Telephone number:                     |  |
| Nature of business:                   |  |
| Nature of employment:                 |  |
| Place of employment                   |  |

## DAYS AND HOURS OF EMPLOYMENT

| Please tick below<br>as required | MAXIMUM PERMITTED HOURS   | AGE<br>13-14      | AGE<br>15-16      |
|----------------------------------|---|-------------------|-------------------|
|                                  | <b>On school days</b> between 7 a.m. and the start of school (1 hour maximum) and between the close of school and 7p.m. | 2                 | 2                 |
|                                  | <b>On school days</b> between close of school and 7p.m.   | 2                 | 2                 |
|                                  | <b>On Saturdays</b> between 7a.m. and 7 p.m.  | 5                 | 8                 |
|                                  | <b>On Sundays</b> between 7a.m. and 7 p.m.  | 2                 | 2                 |
|                                  | <b>During school holidays</b> between 7a.m. and 7 p.m.  | 25 hours per week | 35 hours per week |

\* No child of any age may work more than 4 hours in any day without a rest break of 1 hour

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

**DECLARATION**

To comply with the Health & Safety (Young Persons) Regulations 1997 I declare that a risk assessment has been undertaken for the duties required for this employment. (The employer must undertake a risk assessment prior to the child being employed)

Signature Employer: \_\_\_\_\_ Date: \_\_\_\_\_

Insurance Company \_\_\_\_\_ Policy Number \_\_\_\_\_ Expiry date \_\_\_\_\_

When completed this form should be sent to: Child Employment Officer, Caerphilly County Borough Council, Education Welfare Service, Penallta House, Ystrad Mynach, Hengoed CF82 7PG.  
Tel: 01443 866661, Email: [LEIAdmin@caerphilly.gov.uk](mailto:LEIAdmin@caerphilly.gov.uk)

|                             |  |                       |  |
|-----------------------------|--|-----------------------|--|
| <b>FOR OFFICE USE ONLY:</b> |  | <b>Permit Number:</b> |  |
| <b>Date of Issue:</b>       |  | <b>Valid Until:</b>   |  |

**CAERPHILLY COUNTY BOROUGH COUNCIL  
DEPARTMENT OF EDUCATION AND LEISURE**

Children & Young Persons Acts 1933,1963, Education Act 1996, The Children (Protection at Work) Regulations 1998

**EMPLOYMENT OF CHILDREN BYELAWS 1999**

**Hours of work that are allowed:**

**If you work, the following rules apply until you reach school-leaving age. An application form signed by your parents and employer should be completed and sent to the address below before you start working.**

| When you are               | You can work on  | During the following hours -   |
|----------------------------|------------------|--|
| <b>13<br/>&amp;<br/>14</b> | SCHOOL DAYS      | Not more than a total of 2 hours in one day during the following periods:<br>a) In the morning between 7am and the start of school (1 hour max)<br>b) In the evening between close of school and 7pm.                              |
|                            | SATURDAYS*       | 5 hours a day between 7am and 7pm  |
|                            | SUNDAYS          | 2 hours a day between 7am and 7pm  |
|                            | SCHOOL HOLIDAYS* | 5 hours a day on any weekday (except Sundays) between 7am and 7pm, but total hours worked each week must not exceed 25 hours. You must have 2 consecutive weeks break in a year and they must be taken during the school holidays. |
| <b>When you are<br/>15</b> | SCHOOL DAYS      | Not more than a total of 2 hours in one day during the following periods:<br>a) In the morning between 7am and the start of school (1 hour max)<br>b) In the evening between close of school and 7pm                               |
|                            | SATURDAYS*       | 8 hours a day between 7am and 7pm  |
|                            | SUNDAYS          | 2 hours a day between 7am and 7pm  |

|                            |  |  |
|----------------------------|--|--|
|                            | SCHOOL<br>HOLIDAYS*  | 8 hours a day on any weekday (except Sundays) between 7am and 7pm, but total hours worked each week must not exceed 35 hours. You must have 2 consecutive weeks break in a year and they must be taken during the school holidays. |
| <b>When you are<br/>16</b> | The hours of employment specified for 15 year olds will apply to you whilst you are of compulsory school age. If you wish, you are legally able to leave school on the last Friday in June in the school year in which you reach the age of 16.<br><br>You are not able to take up full-time employment until after that date. |  |

**\*No child of any age may work more than 4 hours in any day without a rest break of 1 hour**

## **WORK THAT IS ALLOWED**

|                                     |  |
|-------------------------------------|--|
| <b>When You Are<br/>13</b>          | You may only be employed in 'light work' on one or more of the following: <ul style="list-style-type: none"> <li>- Agricultural or horticultural work</li> <li>- Delivery of newspapers, journals and other printed material.</li> <li>- Shop work, including shelf stacking</li> <li>- Hairdressing salons</li> <li>- Office work</li> <li>- Car washing by hand in a residential setting</li> <li>- In a café or restaurant</li> <li>- In riding stables</li> <li>- Domestic work in hotels and other establishments offering accommodation</li> </ul> |
| <b>When you Are<br/>14 &amp; 15</b> | You may be employed only in light work.<br><br>You may engage in street trading <u>if</u> you are employed by your parent in connection with their business <u>and</u> if you are supervised by them, or if you have been granted a street traders licence by the local authority  |
| <b><u>When you Are<br/>16</u></b>   | The above restrictions will still apply whilst you are of compulsory school age (see overleaf)   |

## **Prohibited employment for all children of compulsory school age**

### **No child of any age may be employed**

- In a cinema, theatre, discotheque, dance hall or night club, except in connection with a performance given entirely by children
- To sell or deliver alcohol, except in sealed containers
- 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 canvas door to door, except under the supervision of an adult
- 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 in 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 or residents of any residential care home or nursing home unless under the supervision of a responsible adult