Children’s Services

Education Services

County Hall

Martineau Lane

Norwich

Norfolk

NR1 2DH

**Email:** [childemployment.edu@norfolk.gov.uk](mailto:childemployment.edu@norfolk.gov.uk)

# **Application form to request a child employment permit**

**This form is subject to the Employment of School Children Byelaws which states that no child under 13 Years may be employed**

**It is an offence to employ a child of compulsory school age without an employment permit**

**Failure to comply with the Child Employment Legislation can lead to prosecution. The penalty for an offence under this legislation is £1000 fine or 6 months in prison.**

To request a child employment permit, please take the following action:

* Read the guidance notes
* Application to be completed and digitally signed by the Employer (you can type to sign)
* Application to be completed and digitally signed by the Parent/Carer (you can type to sign)
* Fully completed form to be emailed to [childemployment.edu@norfolk.gov.uk](mailto:childemployment.edu@norfolk.gov.uk)
* **Incomplete forms will be rejected**

Norfolk County Council is committed to protecting the privacy and security of your personal information and that of your child/children. You can read more about how we treat your information in our [children and young people privacy notices](https://www.norfolk.gov.uk/what-we-do-and-how-we-work/open-data-fois-and-data-protection/data-protection/privacy-notices/children-and-young-people-privacy-notices).

## **Guidance notes and confirmation of Employer’s responsibilities**

* A "child" means any person who is not over **compulsory school age**
* No child under **13 years** of age may be employed
* All children **must be registered for employment within 1 week** (7 days) of starting work
* All children who carry out any kind of work or assist in a trade or occupation which is carried on for profit are considered to be employed, even if they receive no payment for that assistance
* The Health & Safety (Young Persons) Regulations 1999 require employers to carry out an appropriate **risk assessment**, before a young person starts work and inform their parents of the outcome and measures introduced to minimise any risk. For more information on Risk Assessments contact your local Environmental Health Services or the [Health & Safety Executive](https://www.hse.gov.uk/involvement/riskassessments.htm).
* "Light work" means work which, on account of the inherent nature of the tasks which it involves and the particular conditions under which those tasks are performed is not likely to be harmful to the safety, health or development of children or to their attendance at school.
* A child **aged 13** may not be employed except in light work in categories specified by the Byelaw
* A child **aged 14** or over may only be employed in light work
* Employers to ensure children must not be employed outdoors unless wearing suitable clothes and shoes.
* Employers to ensure that all child employees are covered by their insurance policy

**Hours and breaks**

No child may start work before **7am** or finish later than **7pm**. When aged between 13 years and their school leaving date a child may work:

**During term time:**

* They must not work more than a total of **two hours** on any school day.
* Either up to **one hour** between **7am** and the **start of school** and **one hour** between the **end of school** and **7pm**, or up to **two hours** between the **end of school** and **7pm**.
* The maximum allowable working hours per week during term time is **12 hours**, this includes hours worked on a Saturday and Sunday.

**During school holidays:**

* Children aged **13 or 14 years old** can work for a total of **five hours daily** to a maximum of **25 hours weekly**, this includes hours worked on a Saturday and Sunday.
* Children aged **15 years and over** can work for a total of **eight hours daily** to a maximum of **35 hours weekly**, this includes hours worked on a Saturday and Sunday.

**Weekend employment:**

All **Saturday** employment (both term time and school holiday) is restricted to:

* Children aged **13 or 14 years old** can work for up to a total of **five hours** on Saturday
* Children aged **15 years and over** can work for a total of **eight hours** on Saturday

All **Sunday** employment (both term time and school holiday) is restricted to a maximum of **two hours**.

**Breaks:**

A child who works for **four hours** in any one session must have a **break of one hour**. A child must have at least **2 consecutive weeks** without employment in each year

**Please note:**

* **Children’s Services can withdraw or amend a permit at any time**
* Further information regarding child employment can be found on our website [Children in employment and entertainment](https://www.norfolk.gov.uk/children-and-families/children-in-employment-and-entertainment" \l ":~:text=Children%20aged%2013%20or%2014,maximum%20of%2035%20hours%20weekly)

**Application to Norfolk County Council for the issue of an Employment Permit for the undermentioned child**

## **To be completed by the Employer**

Employee and Employment details (please complete electronically)

**Company Name:**

**Company’s address and postcode:**

**Employer Email:**

**Tel. No:**

**Employer’s Trade:**

**Employers Title:**   **Forename:**  **Surname:**

**Child’s Forename:**  **Surname:**

**Child’s address and postcode:**

**School Attending:**

**Date of Birth:**

**Place of proposed employment:**

**Start date of proposed Employment:**

**Nature of proposed Employment** (please describe the main tasks)**:**

**Days and times of employment (see guidance notes above for working hours and byelaws)**

**Hours of work TERM TIME (please state exact times – note weekly maximum 12hrs).**

Input start and finish times, include both AM & PM times if a child works before & after school.

**Mon**: (max 2hrs)

**Tue**: (max 2hrs)

**Wed**: (max 2hrs)

**Thu**: (max 2hrs)

**Fri**: (max 2hrs)

**Sat**:

**Sun**: (max 2hrs)

**Hours of work SCHOOL HOLIDAYS (please state exact times)**

Input start and finish times

**Mon**:

**Tue**:

**Wed**:

**Thu**:

**Fri**:

**Sat**:

**Sun**: (max 2hrs)

## **Employer declarations (please complete electronically)**

Risk Assessment employer declaration "I confirm that an appropriate risk assessment has been carried out under the requirements of the Management of Health and Safety at Work Regulations 1999 and the young person's parents informed of the findings and the control measures introduced to reduce any risk". Further Information can be found on the [Health and Safety Executive Risk assessment webpage](https://www.hse.gov.uk/involvement/riskassessments.htm)

Risk assessment during the coronavirus (COVID-19) pandemic employer declaration “I can confirm that I have undertaken a COVID-19 Risk Assessment and I am taking reasonable steps to protect my workers and others from coronavirus”. Further Information can be found on the [Health and Safety Executive COVID-19 Risk assessment webpage](https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm)

I certify that the information given in this application if correct and I understand that it is my responsibility as an employer to ensure that the aforementioned child’s employment is compliant with child employment law and the legal hours and working times a child is allowed to work.

**Employer Signature** (type name for signature)**:**

**Date:**

## **To be completed by the Parent / Carer**

Parent / Carer details and declarations (please complete electronically)

**Has your child had an Employment Permit before?**

YES /  NO

**If YES, does he/she still carry out the work stated in that Employment Permit?**

YES /  NO

**I consent to the employment referred to above and certify that the above information is correct**

YES /  NO

**I confirm that my child is in good health and able to carry out the employment as described without detriment**

YES /  NO

**I confirm that the employer has provided me with information about the findings of the risk assessment undertaken and the control measures introduced to reduce any risk assessed**

YES /  NO

**I confirm that this employment will not be detrimental to my child’s education**

YES /  NO

**Parent/Carer Title:**   **Forename:** **Surname:**

**Parent/Carer Email:**

**Tel. No:**

**Parent/Carer/Other (if other please specify):**

**Parent / Carer Signature** (type name for signature)**:**

**Date:**

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