

Applying for a Child Employment Licence



This form is to be used by employers who wish to employ any child of compulsory school age on a part-time basis out of school hours. In order to obtain the employment licence, please read the important notes below and complete the form overleaf as follows:

Part 1 – To be signed by the employer

Part 2 – To be completed and signed by the parent/carer

All sections must be completed in full and returned by the employer with a photocopy of the child's birth certificate or passport (**no originals**), to:

**Child Licensing Officer
Education Welfare Team
3 Knowsley Place
Duke Street
Bury BL9 0EJ**

If you have any questions, or would like a copy of the factsheet relating to children and part-time work, please contact the Licensing Officer on 0161 253 5693 or email child.licensing@bury.gov.uk

Important Notes

Children must be at least 13 years of age before they are allowed to begin work and will require a licence until the last Friday in June of the academic year in which they become 16 years of age.

There are restrictions on the type of work that children of school age may undertake and a licence will only be issued if the child is working in an area of employment which is not prohibited.

Children may only work the following hours:

- Between 7:00am and 7:00pm, but not during school hours.
- At age 13/14 they can work up to 2 hours on a school day, up to 5 hours on a Saturday and up to 2 hours on a Sunday, but not more than a total of 12 hours during a school week (or 25 hours a week during school holidays).
- At age 15/16 they can work up to 2 hours on a school day, up to 8 hours on a Saturday and up to 2 hours on a Sunday, but not more than a total of 12 hours during a school week (or 35 hours a week during school holidays).
- A child may not work for more than 4 hours in any day without a rest break of one hour.

Completion of this form is the responsibility of the employer and parent/carer. Failure to ensure that a child who is working part-time has an employment licence may result in prosecution and fine of up to £1,000.

**PLEASE NOTE THAT OTHER LEGISLATION MAY PROHIBIT OR RESTRICT THE
EMPLOYMENT OF CHILDREN**

A copy of the local Bylaws and relevant information is available at www.bury.gov.uk via the link to Child Employment. Further information can also be obtained from the Health & Safety Executive or the Local Authority Public Protection Offices.

Part 1 (Employer to complete)

Name of business _____

Name of proprietor/manager (delete as appropriate) _____

Address of work place _____

Postcode _____ Telephone Number _____

Job description _____

Name of child _____ Date of Birth _____ Start Date _____

- **I confirm that I have carried out a Young Person’s Risk Assessment as required under the Management of Health & Safety at Work Regulations 1999 and that this has been shared with the Parent/Carer**
- **I have current and appropriate Employer’s Liability Insurance**

	DURING SCHOOL TERM 12 hours Maximum				DURING SCHOOL HOLIDAYS Max 25 hrs aged 13/14 and 35 hrs ages 15/16						
	From	To		From	To		From	To			
Monday			L						L		
Tuesday			U						U		
Wednesday			N						N		
Thursday			C						C		
Friday			H						H		
Saturday											
Sunday											

Employers should notify the Authority of any change in the nature, place or time of the employment and when the employment ends.

Signature of employer _____ Date _____

Part 2 (Parent/carer to complete)

Section A

Name of child _____ Date of Birth _____

Address _____

Postcode _____ Telephone Number _____

Name of School attending _____ Year Group _____

Please enclose a **photocopy** of your child’s birth certificate or passport.
Your child cannot be issued with a licence without this supporting information.

Section B

I certify that I am the parent/carer of the above named child and that they do not have any medical condition or disability which might affect his/her suitability for the proposed employment. I agree to an employment licence being issued on the understanding that I am satisfied that the child’s health and education will not suffer as a result of the proposed work and I will closely monitor the effects on the child of any work undertaken by him/her.

Name of parent/carer _____ Signature _____

Irrespective of the above declaration, the Licensing Officer retains the right to require that a child has a medical examination to demonstrate he/she is fit to work.

For office use: Employment Card Number _____ Issued by _____ Date _____

**EDUCATION WELFARE TEAM
APPLICATION FOR THE EMPLOYMENT OF
SCHOOL CHILDREN**



GUIDELINES

AGE

Must be at least 13 years of age and under statutory school leaving age.
Statutory school leaving date is from the last Friday in June for all pupils. This date applies even if the child has attained his/her 16th birthday.

TYPE OF EMPLOYMENT

Children may only be employed in light work.

Children aged 13 years are restricted to working in the following:-

Florists/Horticultural work, delivery of newspapers, shop work, hairdressing salons, office work, café/restaurant work, riding stables, domestic work in hotels.

PROHIBITED EMPLOYMENT

No child, of any age may be employed:

- In a cinema, theatre, discotheque, dance hall or night-club.
- To sell or deliver milk, alcohol or fuel oils.
- To work in a commercial kitchen.
- To collect or sort refuse.
- To work more than three metres above ground or floor level.
- Involving harmful exposure.
- Collecting money or sell or canvass door to door.
- Involving exposure to adult material or unsuitable situations.
- Telephone sales.
- Working in a slaughterhouse, abattoir or butchers shop where meat is prepared for sale.
- In or around fairgrounds, amusement arcades, gambling.
- In the personal care of residents in care or nursing homes.
- Street trading.

HOURS OF WORK

School days

Not allowed to work at any time during school hours. Can work for one hour before school and one hour after, **or** two hours after school. Work can only be carried out between 7.00 a.m. and 7.00 p.m.

Saturdays

Age 13+ Maximum of 5 hours. Age 15+ Maximum of 8 hours.

(All children must have a rest break of one hour after working 4 hours.)

Sundays

Can work for 2 hours only.

School holidays

According to Saturdays.

Age 13+ Maximum of 25 hours per week. Age 15+ maximum of 35 hours per week.

RISK ASSESSMENT

An employer must assess any task that the employee may have to undertake, to ensure that their safety and welfare is paramount at all times.

GENERAL NOTES

Employers must notify the Authority and apply for an Employment Licence within one week of employing a child. These conditions also apply to parents who employ their own children.

Employers are required to keep a list of schoolchildren they employ. Employment includes assistance in any trade or profession that is carried on for profit, whether or not payment is received. A child must be registered with the Authority, even if the work is unpaid.

Children employed outdoors must wear suitable clothes and footwear.

AN EMPLOYER AND ANY PERSON (OTHER THAN THE CHILD) WHO EMPLOYS OR KNOWINGLY ALLOWS A CHILD TO BE EMPLOYED IN CONTRAVENTION OF ANY ENACTMENTS OR LOCAL AUTHORITY BYLAWS IS GUILTY OF AN OFFENCE AND IS LIABLE TO PROSECUTION.

PENALTIES

On summary conviction to a fine not exceeding £1,000.

**Further details can be obtained from
Child Licensing Officer, Bury Council,
Education Welfare Team,
3 Knowsley Place, Duke Street, Bury, BL9 0EJ
Tel: 0161 253 5693
E-mail: child.licensing@bury.gov.uk**