

# Thurrock Council – Application to employ a child

Children and Young Persons Act 1933 Section 18(2) and 20(2) (as amended).  
The Children (Protection at Work) Regulations 1998.

## Section A – to be completed by employer

I hereby give notice that I intend to employ the child named below.

### Child's details

Child's name	
Child's date of birth	
Child's address	
Child's school	

### Business and employment details

Business name		
Nature of business		
Business address		
Employment capacity		
Employment location		
Employment days	Term-time between the hours of	School holidays between the hours of
Sunday (maximum 2 hours)		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

I intend to employ the child in the capacity described below and certify that the work described is not likely to be harmful to the safety, health or development of this child.

Name			
Job title			
Business address			
Email		Phone	
Signed		Date	

## Section B – to be completed by parent

Has your child applied for an Employment Permit before?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', does your child still do the work stated on the Employment Permit?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

I consent to the employment set out on this form and certify the details given are correct. I confirm my child is medically fit to undertake the work described (in certain circumstances, the Local Authority may require a child to be medically examined before a permit is granted).

Name			
Relationship to child			
Address, if different to child's			
Email		Phone	
Signed		Date	

## Section C – to be completed by the child's school

I confirm I have no objections on educational grounds to this pupil undertaking the work described and do not believe the work described will jeopardise the pupil's health, welfare or ability to take full advantage of his/her education.

School			
Name		Position	
Signed		Date	

## Submitting this form

Please complete and return this form to our School Attendance Support Team.

**School Attendance Support Team, Thurrock Council,  
Civic Offices, New Road, Grays, RM17 6SL.**

Email: [sast@thurrock.gov.uk](mailto:sast@thurrock.gov.uk)

## How we will use your information

We will use your information to provide the service requested. We may share your personal data between our services and with partner organisations, such as government bodies and the police. We will do so when it is of benefit to you, or required by law, or to prevent or detect fraud. To find out more, go to [thurrock.gov.uk/privacy](http://thurrock.gov.uk/privacy). Get free internet access at libraries and community hubs.

# Regulations

- 1) When employing a child:
  - a) a child aged 14 or over may be employed only in light work
  - b) a child aged 13 may not be employed except in light work in one or more of the following specified categories:
    - i) agricultural or horticultural work
    - ii) delivery of newspapers, journals and other printed material, and collecting payment for same, subject to the provisions of 3(i)
    - iii) shop work, including shelf stacking
    - iv) hairdressing salons
    - v) office work
    - vi) car washing by hand in a private residential setting
    - vii) in a cafe or restaurant
    - viii) in riding stables
    - ix) domestic work in hotels and other establishments offering accommodation
  - c) a child aged 10 or over may be employed on an occasional basis by and under the direct supervision of his parent in light agricultural or horticultural work
  - d) subject to the other provisions of the byelaws, children may be employed for up to one hour before commencement of school on any day on which they are required to attend school
  - e) no child may be employed in any work out of door unless wearing suitable clothing
- 2) No child shall be employed:
  - a) so long as he is under the age of fourteen years; (subject to the exceptions under 1(b) and (c))
  - b) to do any other than light work
  - c) before the close of school hours on a day on which he is required to attend school
  - d) before seven o'clock in the morning or after seven o'clock in the evening in any day
  - e) for more than two hours on any day on which he is required to attend school
  - f) for more than two hours on any Sunday
  - g) for more than eight hours or, if he is under the age of fifteen years, for more than five hours in any day:
    - i) on which he is not required to attend school
    - ii) which is not a Sunday
  - h) for more than thirty-five hours or, if he is under fifteen years, for more than twenty-five hours in any week in which he is not required to attend school
  - i) for more than four hours in any day without a rest break of one hour
  - j) at any time in a year unless at that time he has had, or could still have, during a period in the year in which he is not required to attend school, at least two consecutive weeks without employment

## Prohibited employments

- 3) No child of any age may be employed:
  - a) in a cinema, theatre, discotheque, dance hall or night club, except in connection with a performance given entirely by children
  - b) to sell or deliver alcohol, except in sealed containers
  - c) to deliver milk
  - d) to deliver fuel oils
  - e) in a commercial kitchen
  - f) to collect or sort refuse
  - g) 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
  - h) in employment involving harmful exposure to physical, biological or chemical agents
  - i) to collect money or to sell or canvass door to door, except under the supervision of an adult

- j) in work involving exposure to adult material or in situations which are for this reason otherwise unsuitable for children
  - k) in telephone sales
  - l) 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
  - m) 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
  - n) in the personal care of residents of any residential care home or nursing home unless under the supervision of a responsible adult
- or** in certain occupations covered by the following Acts (this list is not exhaustive):
- Employment of Women, Children and Young Persons Act 1920
  - Agriculture (Safety, Health and Welfare Provisions) Act 1956
  - Office, Shops and Railway Premises Act 1963
  - Betting, Gaming and Lotteries Act 1963
  - Licensing Act 1964 and the Licensing (Occasional Permissions) Act 1983
  - Merchant Shipping Act 1970 and the Manual Handling Operations Regulations 1992

### **Street trading**

- 4) No child under the age of 14 may engage in street trading and a child aged 14 or over may not engage in street trading unless:
  - a) he is employed to do so by his parent, in connection with their retail business and under their direct supervision; and
  - b) he has been granted a licence to do so ("a street traders licence") by the authority and is acting in compliance with the terms of that licence.

### **Notification of employment and employment permits**

- 5) Within one week of employing a child, the employer must send to the authority written notification stating:
  - a) his own name and address
  - b) the name, address and date of birth of the child
  - c) the hours and days on which the child is to be employed, the occupation in which the child is to be employed, details of the task involved and, if different from (a) above, the place of employment
  - d) a statement of the child's fitness to work, and of approval for the child to be employed, completed by the child's parent
  - e) details of the school at which the child is a registered pupil
  - f) a statement to the effect that an appropriate risk assessment has been carried out by the employer

### **Penalties**

- 6) Section 21 of the Children and Young Persons' Act 1933, as amended provides, inter alia:
  - that if a person is employed in contravention of Section 18 of the Act, or of the provisions of any byelaws made thereunder, the employer and any other person (other than the person employed) to whose act or default the contravention is attributable shall be liable on summary conviction to a fine not exceeding level 3 on the Standard Scale (£1,000)
  - that if a person is employed in contravention of section 20 of the Act, the employer and any person (other than the person employed) to whose act or default the contravention is attributable shall be liable on summary conviction to a fine not exceeding level 3 on the Standard Scale (£1,000); a person under compulsory school age who engages in street trading in contravention of the provisions of section 20, or of any Bye-law made thereunder shall be liable on summary conviction to a fine not exceeding level 1 on the Standard Scale (£200)