



## **EMPLOYMENT OF CHILDREN**

Children & Young Persons Act 1933  
Children & Young Persons Act 1963  
Education Act 1996  
The Children (Protection at Work Regulations) 1998  
Management of Health & Safety at Work Regulations 1999  
Pembrokeshire County Council Byelaws

### **APPLICATION FOR A WORK PERMIT**

#### **PART A – TO BE COMPLETED BY THE CHILD’S PARENT / GUARDIAN (IN BLOCK CAPITALS)**

**Name of Child:** (in full) .....

**Date of Birth:** .....

**Address:** .....

.....**Telephone Number:** .....

**Name of School:** .....

The child named above is medically fit and able to undertake the employment as stated overleaf.  
I hereby consent to the child named being employed and certify that the date of birth is correct.

**Name of Parent / Guardian:** .....(Mr/Mrs/Miss/Ms)

**Signature:** ..... **Date:** .....

**In order for us to process this application and issue a work permit, we will require 2 current passport size photos of the child. Please send these with this form, one photo to be signed by the employer and one to be signed by the child.**

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#### **MAXIMUM EMPLOYMENT PERMISSIBLE**

##### **During School Weeks:**

School days      **2 hours maximum per day:**  
                         **EITHER      1 hour between 7am & 8:30am and 1 hour between 4pm & 7pm**  
                         **OR              2 hours between 4pm & 7pm**

Saturdays:      Children aged 13 to 15      **5 hours between 7am - 7pm**  
                         Children aged over 15yrs      **8 hours between 7am - 7pm**

Sundays:      **2 hours between 7am - 11am**

**No child may work more than 12 hours in a school week.**

##### **During School Holidays:**

Children aged 13 to 15      **5 hours per day between 7am - 7pm**  
   **Maximum of 25 hours per week**

Children aged over 15yrs      **8 hours per day between 7am - 7pm**  
   **Maximum of 35 hours per week**

Sundays      **2 hours between 7am - 11am**  
                         **Any hours worked must be included within the maximum allowed for the week**

Total hours are exclusive of intervals for rest where these exceed 15 minutes.



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**PART B – TO BE COMPLETED BY THE EMPLOYER**

(IN BLOCK CAPITALS)

**Name of Employer:** .....

**Address:** .....

.....**Telephone Number:**.....

**Nature of Business:** .....

**Place of Employment:** .....

**Nature of Employment:** .....

**Insurance Company:** .....

**Policy Number:** ..... **Expiry Date:** .....

To comply with the Management of Health & Safety at Work Regulations 1999 please confirm that a risk assessment has been undertaken for the duties required for this employment and is available for inspection. YES / NO

**Times at which employment begins and ends:**

**During School Weeks:**

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	From	To	From	To	From	To	From	To	From	To	From	To	From	To
Morning														
Evening														

**During School Holidays:**

	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
	From	To	From	To	From	To	From	To	From	To	From	To	From	To
Morning														
Evening														

**No child shall be employed for more than four hours in any day without a rest break of one hour. No child shall work continuously throughout the year and a break of two consecutive weeks must be taken during the school holidays.**

**Employer Signature:** ..... **Print Name:** .....

**Position in Company:** ..... **Date:** .....

Data Protection Act 1998 – This information is processed in accordance with the Data Protection Act 1998, for the purpose of Education and Training Administration, specifically the monitoring of child employment.

**Completed forms should be returned to:**

FAO Kathy Powell, Inclusion Business Support Team, Children & Schools Directorate, County Hall, Haverfordwest SA61 1TP. Telephone Number: 01437 775139



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### **PUPIL INFORMATION – PART TIME WORK 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 **MUST** be completed before you start working.

<b>When You Are</b>	<b>You Can Work On</b>	<b>During The Following Hours</b>
<b>13 &amp; 14</b>	<b>School Days</b>	Not more than a total of 2 hours in one day during the following periods: <b>(a)</b> In the morning between 7am and 8:30am (1 hour max) <b>(b)</b> In the evening between close of school and 7pm.
	<b>Saturdays</b>	5 hours a day between 7am & 7pm
	<b>Sundays</b>	2 hours a day between 7am & 11am
	<b>School Holidays</b>	5 hours a day on any weekday (except Sundays) between 7am & 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>15</b>	<b>School Days</b>	Not more than a total of 2 hours in one day during the following periods: <b>(a)</b> In the morning between 7am and 8:30am (1 hour max) <b>(b)</b> In the evening between close of school and 7pm.
	<b>Saturdays</b>	8 hours a day between 7am & 7pm
	<b>Sundays</b>	2 hours a day between 7am & 11am
	<b>School Holidays</b>	8 hours a day on any weekday (except Sundays) between 7am & 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 school holidays.
<b>16</b>	<p>The hours of employment specified for 15 year olds will apply whilst you are of compulsory school age. 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.</p> <p><b>You are not able to take full time employment until after that date.</b></p>	

**NO CHILD CAN WORK MORE THAN TWELVE HOURS IN ANY WEEK IN WHICH HE/SHE IS REQUIRED TO ATTEND SCHOOL. NO CHILD OF ANY AGE MAY WORK MORE THAN 4 HOURS IN A DAY WITHOUT A REST BREAK OF 1 HOUR.**



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### **TYPE OF WORK THAT IS ALLOWED**

<b>When you are</b>  <b>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 materials</li> <li>▪ Shop work, including shelf stacking</li> <li>▪ Hairdressing salons</li> <li>▪ Office work</li> <li>▪ In a café or restaurant (but not in a kitchen)</li> <li>▪ In riding stables</li> <li>▪ Domestic work in hotels and other establishments offering accommodation</li> </ul>
<b>14 &amp; 15</b>	You may be employed only in light work.
<b>16</b>	The above restrictions will still apply whilst you are of compulsory school age (see overleaf)

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

No child of any age may be employed:

- On a day that he or she is absent from school by reason of ill-health.
- In a cinema, theatre, discotheque, dance hall or night club, except in connection with a performance given entirely by children.
- To sell or serve customers with 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 payment or to sell or canvass door to door.
- 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 another 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 of residents of any residential care home or nursing home unless under the close supervision of a responsible adult.