

APPLICATION FOR EMPLOYMENT OF A CHILD

**Children and Young Persons Act 1933 & 1963,
The Education Act 1996, Byelaws on the Employment of Children 2010,
The Children Protection at Work Regulations 1998 & 2000**

Before completing an application please ensure that you have read and understood the [Southampton City Council byelaws](#) which outline the permitted work for children aged 13 to 16. Should you have any queries or wish to obtain a checklist, please contact Child.Employment@Southampton.gov.uk.

Please return completed forms via email to Child.Employment@Southampton.gov.uk
Please note, from 1st December 2022, paper applications will no longer be accepted and must be submitted via the email above.

Please ensure ALL details below are completed otherwise the application may be rejected.

Employer's Details

Full name of employer and job title:	Name of business/organisation:
DBS Checked? If yes – please specify detail.	
Address of business/organisation:	Telephone:
Postcode:	Email:
Place of employment if different from above: (For newspaper distribution please state locality in which delivery will take place)	
Job checklist included?: Yes / No	Date checklist was completed: / /
Business' Own Risk assessment included?: Yes / No	Date risk assessment completed: / /
Please note that Southampton City Council will not accept applications from new employers who have not provided a checklist, or from employers who's checklist has not been updated within 12 months. If you require a checklist, please contact Child.Employment@Southampton.gov.uk with the nature of employment to ensure you are provided with the correct checklist.	

Child's Details

Forename(s):	Surname:
Date of birth: / /	Age: <input type="checkbox"/> Male <input type="checkbox"/> Female
Address:	Parent/Carer Contact Telephone(s):
Postcode:	Parent/Carer Email:
Name of school:	
Contact Email / Telephone:	
Please note that a member of the Education Welfare Service will check attendance with the school to ensure that the child starting employment will not negatively affect their education. Should there be concerns, the parent(s) or guardian(s) may be contacted to discuss attendance concerns.	

Employment Details

Job Title:

Expected duties:

Please ensure you have read the 'Prohibited Employment' section within the byelaws. Please note a child can only undertake the duties applied for, additional duties must be agreed by an Officer. Please contact child.employment@Southampton.gov.uk should you wish to amend these.

Working Hours

*Please **specify exact hours** the child will be working. Any amendments to these hours **MUST** be communicated with Southampton City Council via child.employment@Southampton.gov.uk and approved by an Officer of the Local Authority before the child can work the amended hours.*

Hours	School Days			School Holidays		
	AM	PM	Total Hours	AM	PM	Total Hours
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						
Total Hours Per Week						

Additional information – please note, specific hours MUST be provided above. We do not accept variations of hours listed within this section.

Declaration

Please ensure this is correctly signed.

Declaration by employer

<ul style="list-style-type: none">• I, the employer, confirm that an appropriate Risk Assessment, taking into account the child's age has been carried out and the child's parent(s) or carer(s) has been informed.• I, the employer, confirm that the child's health and safety will not be placed at risk by this employment, and that their education will not be negatively affected.• I, the employer, confirm that our insurance covers children at work and that my insurance may be invalidated should I allow a child to work unlawfully.• I, the employer, confirm that I have reviewed Southampton City Council Byelaws and have read and understood them.• I, the employer, confirm that I will apply for a child to start employment within 1 week of employing a child.• I, the employer, will ensure all children work in line the hours stated on their permit unless I have permission from an Officer of the Local Authority for the child to work other hours.• I, the employer, understand that permits may be revoked should any of the bylaws or legislation be breached by myself or the child.	
Signature:	Date:
Print Name:	

Declaration by parent/carer

<ul style="list-style-type: none">• I declare that I am the parent/carer and have parental responsibility, and I give permission for my child to undertake the employment stated above.• I have been provided with, and have seen, a copy of the findings of the completed risk assessment relating to this employment by the employer.• I declare that I am aware of all aspects of their employment and Local Byelaws and I confirm, that in my opinion, the above work would not jeopardise my child's health, welfare or ability to take full advantage of her/his education.• I understand that if at any time the child's school attendance appears to be deteriorating, the Local Authority have the right to withdraw the work permit and inform both the employer and parent/carer of this decision.• I understand that the Education Welfare Service will contact my child's school to discuss their attendance and concerns around employment.• I understand that the information on this form will be held on a database to be used for the purpose of monitoring child employment.	
Signature:	Date:
Print Name:	Relationship to child:
Signature of child:	Print name of child:

Guidance on the Employment of a Child

MAXIMUM PERMITTED WORKING HOURS

Employment may only take place between 7.00a.m – 7.00 p.m. irrespective of the day of week or school holidays.

13 and 14 year olds

Term time - a **MAXIMUM** of **12 hours per week only** is permitted during term time **within** the hours below

Weekdays 1 hour before school and 1 hour after school **or**:

2 hours after school
Saturdays 5 hours daily
Sundays 2 hours only

School Holidays - A **MAXIMUM** of **25 hours per week only** is permitted during holidays **within** the hours below

Weekdays 5 hours daily Saturdays 5 hours daily Sundays 2 hours only.

15 – 16 year olds

Term time - A **MAXIMUM** of **12 hours per week only** is permitted during term-time **within** the hours below

1 hour before school and 1 hour after school **or**:

2 hours after school
Saturdays 8 hours daily
Sundays 2 hours daily

School Holidays - A **MAXIMUM** of **35 hours per week only** is permitted during holidays **within** the hours below

Weekdays 8 hours daily
Saturdays 8 hours daily
Sundays 2 hours only

Any child employed shall have a rest break of not less than 1 hour following 4 hours of continuous employment.

During the year they should have at least 2 consecutive weeks' holidays, within the school holidays, that are free from employment.

When can a child start working?

The Local Authority must be notified within one week of the child being offered employment*. Any child working without a required work permit is deemed to be employed illegally and therefore may not be covered by the employers insurance. You may be liable to prosecution by the Local Authority should you be deemed to be illegally employing a child.

Risk Assessments

In the case of school age employees, you need to pay particular attention to the young person's lack of experience in the workplace when completing your assessment. Employers are responsible for the health, safety and welfare of the children they employ and must make sure they are suitably clothed and equipped for the job they are doing.

To read the current byelaws, please visit: https://www.southampton.gov.uk/images/child-employment-byelaws-2010_tcm63-365124.pdf

For further information on employing a child, please visit: <https://www.southampton.gov.uk/schools-learning/employ-teach/>

**Please note that if applying for a paper round with Newsquest, permits for the employee are sent directly to the employer.*