



**Havering**  
LONDON BOROUGH

**London Borough of Havering**  
Child Employment Officer  
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**CHILDREN AND YOUNG PERSONS ACT 1933 - 1963**

Section 18(2) and 20(2) (as amended) and The Children (Protection at Work) Regulations 1998

**APPLICATION TO EMPLOY A CHILD UNDER THE BOROUGH BYE-LAWS**

**SECTION A. To be completed by employer:**

I hereby given notice that I desire to employ the child named below in the following capacity

..... in the .....area on the days and hours shown.

Name of Child: ..... Date of Birth: .....

Address: .....

.....Postcode..... School: .....

DAYS	TERM TIME			SCHOOL HOLIDAYS		
	START TIME	FINISH TIME	TOTAL HOURS	START TIME	FINISH TIME	TOTAL HOURS
SUNDAY						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						

I certify that I have carried out a risk assessment and the work described is not likely to be harmful to the safety, health or development of this child:

Signed: .....(Employer) Date: .....

Business Title: .....Nature of Business: .....

Address: .....

.....Postcode..... Tel .....

**SECTION B. To be completed by Parent:**

Has your child applied for an Employment Permit before? YES  NO

If YES, does your child still carry out the work stated on the Employment Permit? YES  NO

I consent to the employment set out on this form and certify the details are correct. I confirm my child is medically fit to undertake the work described\*

Name:.....Relationship: .....Signature: .....

Address: (if different from child's) .....

.....Date: .....

**N.B. THIS FORM MUST BE ACCOMPANIED BY A COPY OF THE CHILD'S BIRTH CERTIFICATE.**

\*In certain circumstances, the Local Education Authority may require a child to be medically examined before a permit is granted.

**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: ..... Signed: .....

Head Teacher

## REGULATIONS

1. (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 payments for same, subject to the provisions of Byelaws 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 café or restaurant;
    - (viii) in riding stables; and
    - (ix) domestic work in hotels and other establishments offering accommodation; and
    - (x) assisting on a stall in Romford Market.
  - (c) A child aged 13 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 bye-laws, children may be employed for up to one hour before the commencement of school hours on any day on which they are required to attend school.
  - (e) No child may be employed in any work out of doors unless wearing suitable clothes and shoes.
2. No child shall be employed –
    - (a) so long as he is under the age of 14 years;
      - (aa) to do any other than light work:
    - (b) before the close of school hours on any day on which he is required to attend school; or
    - (c) before 7 o'clock in the morning or after 7 o'clock in the evening in any day; or
    - (d) for more than 2 hours on any day on which he is required to attend school; or
    - (e) for more than 2 hours on any Sunday: or
    - (f) repealed
    - (g) for more than 8 hours or, if he is under the age of 15 years, for more than 5 hours in any day –
      - (i) on which he is not required to attend school, and
      - (ii) which is not a Sunday; or
    - (h) for more than 35 hours or, if he is under the age of 15 years, for more than 25 hours in any week in which he is not required to attend school; or
    - (i) for more than 4 hours in any day without a rest break of 1 hour, or
    - (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 2 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, public houses, or in factories or other industrial undertakings;
  - (f) to collect or sort refuse;
  - (g) in any work which is more than 3 metres above ground level or, in the case of internal work, more than 3 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 slaughter house or in that part of any butchers shop or other premises connected with the killing of livestock, butchery, or the preparation of carcasses of 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.

## 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.
- (c) when issuing a Work Permit the Local Education Authority will determine the days and hours and where the young person can trade.

## 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; and
  - (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 Bye-laws 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).

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 provision 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).