

Licensing Service

Children and Young Persons Act 1933/63 (as amended)



**EMPLOYMENT OF SCHOOL CHILDREN
APPLICATION FORM**

Please complete both sides of this form and return it with a copy of the child's birth certificate (if the child does not attend a mainstream Sheffield school) to the address below within 7 days of commencement of the employment of the child.

TO BE COMPLETED BY THE EMPLOYER

Name and Type of Business: _____

Name of Person Responsible for employing child: _____ Tel No: _____

Address of Business: _____

Post Code: _____ Email Address: _____

Name and address of business where child is working (if different from above): _____

Post Code _____

Child's job title: _____ Start Date: _____

Details of tasks child is to undertake: _____

- I confirm that I have carried out a risk assessment regarding the work to be undertaken by the child prior to commencement and am aware that I should provide information to his/her parent(s) about the risk and control measures introduced.
- I am aware that I should ensure that appropriate insurance cover is in place.
- If the child ceases to be employed by the business named above the Local Authority will be notified by me as the work permit becomes invalid.

Employer: _____ Signature: _____ Date: _____

Please ensure you fully complete the Hours and Days of work section overleaf before submitting this application to: The Licensing Service, Block C Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD.

TO BE COMPLETED BY THE PARENT/GUARDIAN OF THE CHILD TO BE EMPLOYED

Name of Child: _____ Sex: M / F Date of Birth: _____
(must be age 13 +)

Address: _____

Post Code: _____ Tel No: _____ School Attending: _____

Have you attached a Medical Declaration stating any medical conditions/medication prescribed? **YES/NO**

I confirm that I have discussed my child's employment with the company representative named above and agree to my child taking part time work as described above.

Full Name of Parent/Guardian	Relationship to Child	Signature	Date
_____	_____	_____	_____

HOURS AND DAYS OF WORK

1 hour break required after 4 hours continuous work

	SCHOOL WEEK/ TERM TIME 12 hours maximum per week				SCHOOL HOLIDAYS Maximum. 25 hours per week ages 13/14 Maximum 35 hours per week ages 15/16						
	e.g. 7.00am – 12.00 noon		e.g. 1.00pm – 7.00pm		e.g. 7.00am – 12.00 noon		e.g. 1.00pm – 7.00pm				
DAY	FROM	TO	LUNCH	FROM	TO	FROM	TO	LUNCH	FROM	TO	
MON			L U N C H					L U N C H			
TUE											
WED											
THU											
FRI											
SAT											
SUN											

Please state if the hours above will be flexible but in accordance with the Byelaws

ADDITIONAL INFORMATION

You are advised to read the Child Employment Guide, available from the website, (www.sheffield.gov.uk) which provides details about procedures and regulations governing child employment. Sheffield City Council's Byelaws affecting child employment are also available on the website. If you require additional information please contact Children, Young People & Families (CYPF), on 0114 203 7442 or email us at Childpermits&licences@sheffield.gov.uk

MAXIMUM HOURS OF EMPLOYMENT

Every child must have at least 2 consecutive weeks without employment per year (January - December) and these must fall within a period in which the child is not required to attend school.

	A child can work on		During the following hours
	Children aged 13 and 14	School Days	12 hours max during Term Time
Saturdays		5 hours a day between 7.00am and 7.00pm	
Sundays		Only 2 hours between 7.00am & 7.00pm	
School Holidays		5 hours a day on any weekday (except Sundays) between 7.00am & 7.00pm Total hours worked must not exceed 25. (1 hour break required after 4 hours continuous work).	
Children aged 15 and 16*	School Days	12 hours max during Term Time	Not more than a total of 2 hours in one day during the following periods: in the morning between 7.00am & 8.00am; in the evening between close of school & 7.00pm
	Saturdays		8 hours a day between 7.00am & 7.00pm
	Sundays		Only 2 hours between 7.00am & 7.00pm
	School Holidays		8 hours a day any weekday (except Sundays) between 7.00am & 7.00pm. Total hours worked must not exceed 35. (1 hour break required after 4 hours continuous work).

* **Compulsory School Leaving Age** ceases on the last Friday in June of the school year in which a child reaches 16 (the school year begins on 1 September and ends on August 31) (Section 8 of the Education Act 1996). You must still apply for an Employment Permit even if a child is over 16, if they are still in their final GCSE year at school (Year 11 in Sheffield schools). The official School Year runs from 1st September to 31st August, each year.

IMPORTANT

EMPLOYERS ARE LEGALLY RESPONSIBLE FOR ENSURING THAT ALL EMPLOYMENT UNDERTAKEN BY CHILDREN OF COMPULSORY SCHOOL AGE IS IN ACCORDANCE WITH STATUTORY ENACTMENTS AND SHEFFIELD CITY COUNCIL BYELAWS.

OFFICE USE ONLY

DOB Verified:	Attendance %:
Date Permit Issued:	Permit Number:

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Return completed form to:
The Licensing Service, Block C Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD

MEDICAL DECLARATION – CHILDREN IN EMPLOYMENT

To be completed, in block letters, by the parent/guardian and returned to the above address

Name of child Date of birth

Address

..... Tel No

School

Family Doctors Name

Address

****Please answer all the following questions***

1 Does your child have any of the following?

Asthma or chest trouble YES/NO

Heart trouble YES/NO

Skin problems YES/NO

Diabetes YES/NO

Fits or epilepsy YES/NO

Physical disability YES/NO

2 Does your child take any regular medication? YES/NO

3 Does your child have hearing problems? YES/NO

4 Does your child have poor vision? YES/NO

5 Is your child attending a hospital specialist? YES/NO

6 Is there anything you would like the doctor to know? YES/NO

Please give details (use overleaf if necessary)

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.....

I consider my child fit to undertake this work YES/NO

Full Name of Parent/Guardian	Relationship to Child	Signature	Date
_____	_____	_____	_____

**on the basis of these answers the authority may require further information or examination by a medical practitioner.*

Privacy Notice – Chaperones

Sheffield City Council's Licensing Team processes personal data to issue Child Work Permits. The purpose of these licences is to safeguard children in employment, entertainment, paid sport or modelling, and the Licensing Team will inspect and monitor the use of the licences and investigate concerns.

What data we collect

The personal data we need for Child Work Permits includes:

- name, address, gender and DOB
- nature, place and hours of employment
- school name and contact details
- educational attendance level
- fitness, health and medical conditions
- child's parent / carer name, address and contact details

We process this personal data in accordance with our legal obligations, in particular the Children and Young Persons Act 1933 and 1963, the Children (Performances and Activities) (England) Regulations 2014, the Management of Health and Safety at Work 1992, the Children Act 1989 and the Education Act 1996.

For the purpose of the General Data Protection Regulations, personal data is processed under Article 6(1)© for legal reasons, and Article 9(2)(g) for substantial public interests in employment, social security and social protection.

How we share your information

Work permits are sent to the employer, parent and school only. This includes name, DOB, home address, school and year group.

Inspection reports are shared with the Local Authority where the child/children reside and the applicant responsible for the production only.

We will share personal information with law enforcement or other authorities if required to do so by applicable law.

How long your information will be kept

We create a case file for each licence application and records for inspections and investigations. Employment and Entertainment Licences are kept for 25 years from child's date of birth.

What are your rights

You have rights under Data Protection law. For further details about your rights, the contact details of our Data Protection Officer and your rights to make a complaint please see our Data Protection web page:

<https://www.sheffield.gov.uk/privacy>

If you do not have access to the internet, please contact us and we will be able to provide paper versions of the information you require.

I have read and understood the information provided in this form and understand my personal information will be used in the processing of my application and/or request.

Name:

Signature:

Date: