**CHILDREN AND YOUNG PERSON ACTS 1933 TO 1963**

AS AMENDED BY THE EDUCATION ACTS 1944 TO 1976 AND THE CHILDREN ACT 1977

**NOTIFICATION OF CHILD EMPLOYMENT**

The Employer must forward this form when employing a child to: - SYP@southtyneside.gov.uk within one week of employment.

**Section 1 – TO BE COMPLETED BY THE PARENT/GUARDIAN**

Name of child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ M / F

Address (incl. Post code) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parental Consent**

I have no concerns regarding my child’s health, and I am unaware of any medical reason that would prevent him/her from carrying out the proposed employment. I believe the proposed employment would not be detrimental to his/her education or health. I agree to a doctor examining my child if this is thought to be necessary.

The Health and Safety (Young Persons) Regulations, 1997 require employers to carry out an appropriate risk assessment before a young person starts work and inform their parent/carers of the outcome and measures in place to reduce risk. Should you require more information on risk assessments contact your local Environmental Health Service or Health and Safety Executive. I confirm I have seen the companies risk assessment and agree with it.

**If I have any safeguarding concerns, who can I speak to?**

If you wish to speak to someone or report a concern, contact details can be found on our website. You can also report this to the Child Employment Officer.

**What do I do if I am unhappy about an incident at work?**

If an incident happens that you are unhappy about or makes you feel uncomfortable it is very important that you share your concerns with someone. Talk to an adult that you feel will be able to help in this matter. This could be your parent, legal guardian or a teacher who can support you and report this to the Child Employment Officer. Further support can be found on the following website: [www.childline.org.uk](http://www.childline.org.uk)

I confirm I have seen the companies Safeguarding Policy and agree with it.

Name of Parent/Guardian (Block Capitals)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Section 2 – TO BE COMPLETED BY THE EMPLOYER**

Name of Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Address (incl Post Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Tel No  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of Business \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email Address: ­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nature of Child’s Employment \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of child Employment\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Page 1 of 3**

**Hours of Child’s Employment – Not before 7am or after 7pm**

Hours worked will be within the restrictions detailed overleaf and will normally be: **DELETE AS APPLICABLE**

|  |  |  |
| --- | --- | --- |
| During Term Time |  | During School Holiday |
|   | Before School | After School |  |   | am | pm |
|   | From | To | From | To |  |   | From | To | From | To |
| Monday | am | am | pm | pm |  | Monday | am | am | pm | pm |
| Tuesday | am | am | pm | pm |  | Tuesday | am | am | pm | pm |
| Wednesday | am | am | pm | pm |  | Wednesday | am | am | pm | pm |
| Thursday | am | am | pm | pm |  | Thursday | am | am | pm | pm |
| Friday | am | am | pm | pm |  | Friday | am | am | pm | pm |
| Saturday | **Between**  \*am/pm and \*am/pm |  | Saturday | **Between**  \*am/pm and \*am/pm |
| Sunday | **Between** \*am/pm and \*am/pm | Sunday | **Between** \*am/pm and \*am/pm |

The Health and Safety (Young Persons) Regulations, 1997 require employers to carry out an appropriate risk assessment before a young person starts work and inform their parent/carers of the outcome and measures in place to reduce risk. Should you require more information on risk assessments contact your local Environmental Health Service or Health and Safety Executive.

I have carried out a Risk Assessment in accordance with the Management of Health and Safety at Work Regulations 1992 and the Health and Safety (young persons) Regulations 1997 and reported the findings to the above parent. I also confirm that I have a current safeguarding policy. [ ]

**If I have any safeguarding concerns, who can I speak to?**

If you wish to speak to someone or report a concern, contact details can be found on our website. You can also report this to the Child Employment Officer.

**What do I do if I am unhappy about an incident at work?**

If an incident happens that you are unhappy about or makes you feel uncomfortable it is very important that you share your concerns with someone. Talk to an adult that you feel will be able to help in this matter. This could be your parent, legal guardian or a teacher who can support you and report this to the Child Employment Officer. Further support can be found on the following website: [www.childline.org.uk](http://www.childline.org.uk)

You may be asked to share a copy of your Safeguarding Policy.

I hereby forward particulars of a child of compulsory school age who Is employed by me, as required by South Tyneside Council Byelaws of Employment of Children.

Signature of Employer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Page 2 of 3**

EMPOYMENT OF CHILDREN AND YOUNG PERSONS

SOUTH TYNESIDE COUNCIL BYELAWS

THE LAW SAYS

That if I work, the following rules apply until I reach school leaving age\*. An application form signed by my parents and employer should be completed and sent to the address when I start work.

|  |  |  |
| --- | --- | --- |
| When I am **13/14** | **I can work** | **During the following Hours:** |
| School days | No more than a total of two hours in one day during the following periods1. In the morning for one hour between 7am and the start of school
2. In the evening between the close of school and 7pm
 |
| Saturdays | 5 hours a day between 7am and 7pm |
| Sundays | Only 2 hours between 7am and 7pm |
| School Holidays | 5 hours a day on any weekdays (2 hour on Sundays) between 7am and 7pmBut totals worked each week must not exceed 25 hours |
| When I am **15/16** | School Days | No more than a total of two hours in one day during the following periods (a) In the morning for one hour between 7am and the start of school (b) In the evening between the close of school and 7pm |
| Saturdays | 8 hours a day between 7am and 7pm |
| Sundays | Only 2 hours between 7am and 7pm |
| School Holidays | 8 hours a day on any weekdays (2 hours on Sundays) between 7am and 7pmBut totals worked each week must not exceed 35 hours |

YOU MUST NOT WORK DURING STUDY LEAVE OR WHEN EXCLUDED

**Compulsory School Age Education Act 1996**

\*A new single school leaving date has been set for 1998 and all subsequent years. This is the last Friday in June of the school year in which a child reaches age 16 (Year 11), not on reaching 16th Birthday or receipt of NI Number.

Byelaws prohibiting certain employment and specifying other conditions may be obtained from:

Attendance Monitoring Team

South Tyneside Council

Westoe Road

South Shields

NE33 2RL

Tel: 0191 4247400

**Page 3 of 3**