

# **TORFAEN COUNTY BOROUGH COUNCIL: EMPLOYMENT OF CHILDREN**

Children & Young Persons Act 1933  
As amended by Children & Young Persons Act 1963, Education Act 1996  
The Children (Protection at Work) Regulations 1998  
The Children (Protection at Work Regulations) Regulations 2000

## **TO BE COMPLETED BY EMPLOYER**

### **(IN BLOCK CAPITALS)**

Name of Employer (in full): \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Tel No: \_\_\_\_\_ Email: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Nature of Employment: \_\_\_\_\_

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Expiry Date \_\_\_\_\_

**To comply with Health & Safety (Young Persons) Regulations 1997 a Risk Assessment has been undertaken for the duties required for this employment.**

**N.B. No child shall be employed for more than 4 hours in any day without a rest break of 1 hour.**

**No child shall work continuously throughout the year and must have a 2-week consecutive week break which must be taken during the school holidays.**

Please print full name: \_\_\_\_\_

Signature: \_\_\_\_\_ Position in company: \_\_\_\_\_

Date: \_\_\_\_\_

Pupil Name: \_\_\_\_\_ DoB: \_\_\_\_\_

### **Time at which employment begins and ends:**

	Term Time		Holidays		Total Hours
	From:	To:	From:	To:	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Employment effective from: \_\_\_\_\_

### **COMPLETED FORMS SHOULD BE RETURNED TO**

**Education Welfare Service, Children and Family Services, The Civic Centre Pontypool, NP4 6YB**  
**Tel: 01495 762200 Email: EWS@torfaen.gov.uk**

**TORFAEN COUNTY BOROUGH COUNCIL: EMPLOYMENT OF CHILDREN**

Children & Young Persons Act 1933  
As amended by Children & Young Persons Act 1963, Education Act 1996  
The Children (Protection at Work) Regulations 1998  
The Children (Protection at Work Regulations) Regulations 2000

**TO BE COMPLETED BY PARENT OR CARER**

**(IN BLOCK CAPITALS)**

Name of Child (in full): \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Year Group: \_\_\_\_\_

(this will be checked with school records)

School Attending: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Home Number: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

The child named above is medically fit and able to undertake the employment as stated.

I hereby consent to the child being employed and certify that the date of birth is correct.

Signature:

(Parent/Carer): \_\_\_\_\_ Date: \_\_\_\_\_

**N.B**

**MAXIMUM EMPLOYMENT PERMISSIBLE**

a) School Days: 2 hours worked as follows: **1 hour** between **7am & 8.30am** + **1 hour** between **4pm & 7pm**  
or **2 hours** between **4pm & 7pm**

b) **Saturdays:** Children aged 13 to 15 years – **5 hours** between **7am & 7pm**  
Children aged over 15 years – **8 hours** between **7am & 7pm**

c) **Sundays:** Any Sunday employment should not exceed **2 hours** between **7am & 11am**, and should be included in the aggregate for any week in which a student is required to attend school.

**Note: TO A MAXIMUM OF 12 HOURS IN ANY WEEK IN WHICH STUDENTS ARE REQUIRED TO ATTEND SCHOOL.**

d) **School Holidays:**

1) Children aged 13 – 15 years **5 hours** each day, to a maximum of **25 hours** in a week

2) Children aged over 15 years **8 hours** each day, to a maximum of **35 hours** in a week

**PLEASE ATTACH 1 RECENT PASSPORT SIZE PHOTOGRAPHS**