



**Northumberland**  
County Council

The County of Northumberland (Employment of Children) Byelaws 1998

**NOTIFICATION OF EMPLOYMENT OF CHILDREN NOT OVER COMPULSORY SCHOOL AGE**

This form must be forwarded by the employer within four days of employing a child to:  
Education Welfare, Virtual School, Northumbria House, Cramlington, Northumberland NE23 6UR  
Tel: 01670 622800 Web: www.northumberland.gov.uk

**SECTION 1 – TO BE COMPLETED BY THE PARENT/CARER**

Name of Child: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ M/F: \_\_\_\_

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

Postcode: \_\_\_\_\_

Contact Tel No: \_\_\_\_\_ School: \_\_\_\_\_

PARENTAL CONSENT – I confirm that my child is in good health, is fit to undertake this work and that it will not put at risk my child’s health, welfare or education.

I consent to my child being medically examined (if required) in connection with the proposed employment.

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

Print Name: \_\_\_\_\_ (Parent/Carer)

**SECTION 2 – EMPLOYMENT DETAILS – TO BE COMPLETED BY THE EMPLOYER**

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

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

Postcode: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

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

Place of Child’s Employment: \_\_\_\_\_

**HOURS OF CHILD’S EMPLOYMENT**

Hours of Work	During School Term			During School Holidays		
	From	To	No of hours	From	To	No of hours
Mon - Fri						
Saturday						
Sunday						

I hereby forward particulars of a child of compulsory school age who is employed by me, as required by Northumberland Council Byelaws on the Employment of Children 1998. I confirm I have carried out an appropriate risk assessment.

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

Print Name: \_\_\_\_\_

For Office Use Only:	Attendance %:	Year Group:	Age:	Involvement No:
Permit No:	Issue Date:	Notes/Comments:		