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, Education and Skills Service, Brunel Building, 64 Regent Street,

Blyth, NE24 1LT

Tel: 01670 622800 Web: www.northumberland.gov.uk.

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| **SECTION 1 - TO BE COMPLETED BY THE PARENT/CARER**Name of Child…………………………………Date of Birth…………………….M/F…………………………Address…………………………………………………………………………………………………………….…………………………………………………....Post Code……………………………………………………Telephone Number………………………………….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 (**PRINT NAME**) |

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|  **SECTION 2 - EMPLOYMENT DETAILS - (to be completed by the employer)**Name of Employer……………………………………………………………………......................................Business Address…………………………………………………………………………………………..…......…………………………………………………..Post Code…………………………………………………..…..Telephone Number……………………... E-Mail Address……..………………………………………..…….Nature of Child’s Employment……………………………………………………………………................….Nature of Business…………………………………………………………………...………………………......Place of Child’s Employment…………………………………………………………………………………….**HOURS OF CHILD’S EMPLOYMENT**School Days before school from ………………….am to ………….….........am after school from .………….……… .pm to ..….……..............pmSaturdays & School Holidays from ….………..…….. am/pm to ….……………..am/pmSundays from ...........................am/pm to …......................am/pmI 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 ……………………………………………………………………………………………………………………** |

**No child of any age may be employed in any of the following:**

1. in a cinema, disco, dance hall or nightclub, except in connection with a performance given entirely by children. (This does not prevent children taking part in performances under the provisions of a licence granted in accordance with the Children and Young Persons Act 1963, and the associated regulations):
2. to sell or deliver alcohol, except in sealed containers:
3. to deliver milk:
4. to deliver fuel oils:
5. in a commercial kitchen, but excluding hotel kitchens and under the supervision of a responsible adult:
6. to collect or sort refuse:
7. in any work more than three metres above ground level, or in the case of internal work, more than three metres above floor level:
8. in employment involving harmful exposure to physical, biological or chemical agents:
9. to collect money or to sell or canvass door to door, except under the supervision of an adult:
10. in work involving exposure to adult material or in situations which are for this reason otherwise unsuitable for children:
11. in telephone sales:
12. in any slaughterhouse or in any part of any butcher’s shop or other premises connected with the killing of livestock, butchery, or the preparation of carcasses or meat for sale:
13. as an attendant or assistant in a fairground, 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:
14. in the personal care of residents of any residential care home or nursing home unless under the supervision of a responsible adult:
15. in or in connection with any racing course or track or other place where any sport is carried on, or as an assistant in any business conducted therein.

**NB. A child must not work for more than 4 hours per day without a rest break of at least one hour**

**Permitted Hours of Work**

**School Days:** 1 hour before school, commencing no earlier thjat 7 am and 1 hours between the end of school and 7pm or 2 hours between the end of school and 7pm. **Maximum 12 hours a week during term time.**

**Sundays:** 2 hours between 7am and 7pm

**Saturday and School Holidays:** Aged 13-14 - 5 hours a day between 7am and 7pm - maximum 25 hours in any week

 Aged 15-16 - 8 hours a day between 7am and 7pm - maximum 35 hours in any week

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| **For Office Use Only:** | **Attendance %:**  | **Approved: YES \ NO** | **Initials:** | **EWO:** |

Issue Date……………………………….Renewal Date....................................…...Reminder Sent (Initials)………………