



**CHILDREN & YOUNG PERSONS ACTS 1933 to 1963  
(As amended by the Education Acts 194, 1976 and 1996 and the Children Act 1972)  
The Children (Protection at Work) Regulations 1998**

**Child Employment Officer  
School Support Services, Achieving for Children, Town Hall 1<sup>st</sup> Floor, Zone D, St. Ives Road,  
Maidenhead SL6 1RF Tel: 01628 796585**

**Data Protection Act 2018** – Under the Data Protection Act 2018, we are required to gain your permission to keep personal details for you. Achieving for Children and its agents may share this information with government and local authority departments and other authorised organisations for administrative, statistical and research purposes. For further information please visit: <https://www3.rbwm.gov.uk/privacy>. Completing this form and signing it gives us your informed consent. If you are unable to access the provided links or wish to submit a query in relation to fair processing, please contact the data protection officer at **dpo@achievingforchildren.org.uk**

**Please ensure ALL sides of this form are completed in ink and BLOCK CAPITALS throughout**

CHILD'S DETAILS		
Surname:	Middle Name:	Forename:
If this child has been known by another name please enter it here:		
Date of birth:	Male	Female
Home Address:		
		Postcode:
Email:		Tel:
Current School:		
Existing employment:	Current Permit No. (If applicable):	
Will this existing employment be terminated upon issue of this permit?	YES/NO	

DECLARATION OF PARENT/GUARDIAN/CARER		
THIS SECTION IS TO BE COMPLETED BY THE RESPONSIBLE PARENT/GUARDIAN/CARER		
Title: Mr/Mrs/Ms/Miss	Initials:	Surname:
Relationship to Child:		
Tel (Mobile):	Tel (Home):	Tel (Work):
Email:		
Address if different from above:		
Is your child currently healthy?	YES/NO	
Does your child regularly attend school?	YES/NO	
I hereby consent to the employment of my child named above in the manner, and at the times stated hereunder. I am of the opinion that the employment will not be detrimental to either his/her health or education. I understand that the employer will be carrying out a risk assessment on the activities involved in this employment		
Name: (Block Letters).....		
Signed: ..... Date: .....		

**DECLARATION OF CHILD’S CURRENT SCHOOL**

THIS SECTION IS TO BE COMPLETED BY THE CURRENT SCHOOL’S HEAD TEACHER/HEAD OF YEAR

Name of school:

Address:

Postcode:

1	Is the date of birth correct? YES/NO	If NO, please state correct date of birth: / /		
2	What time does school usually start and finish?	START:	FINISH:	
3	Does this child regularly attend school?	YES	NO	

Comments (if applicable):

Signed:..... Date:.....  
(Head Teacher/ Head of Year)

**FOR COMPLETION BY EMPLOYER**

THIS SECTION IS TO BE COMPLETED BY THE PROSPECTIVE EMPLOYER

CHILD TO BE EMPLOYED AS: .....

COMMENCING ON: .....

E.g. Shop Assistant, Office Worker, Hairdresser etc.

**N.B. No child is permitted to work in a commercial kitchen**

**PLEASE ENSURE THAT THE HOURS OF EMPLOYMENT ARE IN ACCORDANCE WITH THE BYELAWAS AS SET OUT BELOW**

**SCHOOL DAYS UP TO A MAXIMUM OF 12 HOURS PER WEEK DURING TERM TIME**

**EITHER** between the end of the school day and 7.00pm up to a maximum of 2 hours

**OR** 1 hour between 7.00am & 8.00am and 1 hour between the end of the school day and 7.00pm

**SATURDAYS AND SCHOOL HOLIDAYS**

**13-14 years of age:** 5 hours per day up to a maximum of 25 hours per week in school holidays

**15 years and over:** 8 hours per day to a maximum of 35 per week in school holidays

**In addition:**

- (i) The employment must not take place before 7.00 am or after 7.00pm
- (ii) The child shall not be employed for more than 4 hours consecutively
- (iii) The child shall be free for rest and recreation for a continuous period of 1 hour after each period of employment

**SUNDAYS: MAXIMUM 2 HOURS** which must be between 7.00am – 7.00 pm

**APPROVED HOURS**

INPUT ALL VALUES AS 24 HOUR CLOCK TIMES, E.G. 15:30 – 16:30

DAYS	SCHOOL DAYS		SCHOOL HOLIDAYS	
	AM	PM	AM	PM
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				

<b>EMPLOYMENT DETAILS</b>	
<b>NAME OF EMPLOYER</b>	
Address where employment will take place	
Email Address	
Tel No.	
<b>COMPANY NAME</b> (If different from above)	
Address	
Email Address	
Tel No.	

<b>DECLARATION OF EMPLOYER</b>	
<p>I, the prospective employer, hereby make application for permission to employ the above-named child in accordance with the foregoing particulars. I fully understand the conditions attached to the employment of this child, including the need to carry out a risk assessment. I undertake to provide the child's parents with information on any risks to the health and safety of their child whilst in my employment, together with details of steps taken to eliminate or minimize that risk.</p>	
<b>NAME (BLOCK LETTERS):</b>	
<b>SIGNED:</b>	<b>DATE:</b>

**Please send the completed form to the Child Employment Officer at the address at the top of the form.**