# Ealing Council logoEmployer’s notification to the LA of intention to employ a child/young person

Attach/email child’s photo (recent; within 6 months)

## Part 1: Employer details

To be completed by the employer

|  |  |
| --- | --- |
| **Employer’s name** |  |
| **Manager/owner name** |  |
| **Nature of Business** |  |
| **Registered address** |  |
| **Telephone** |  |
| **Email** |  |
| **Child/young person’s job role** |  |
| **Address at which the child will be employed** |  |
| **Telephone** |  |
| **Email** |  |
| **Nature of employment****Please outline all tasks to be undertaken by the child/young person** |  |

**Details of the child/young person**

|  |  |
| --- | --- |
| **Name**  |  |
| **Address** |  |
| **Age** |  |
| **Date of Birth** |  |
| **School Attended** |  |

## Part 2 Schedule of employment

Days and hours of proposed employment – 1 hour break required after 4 hours of continuous work

School week - 12 hrs max

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | From am | To am | Break | From pm | To pm |
| Example | 7 | 7.30 |  | 4.30 | 5.30 |
| **Monday** |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |
| **Friday** |  |  |  |  |  |
| **Saturday** |  |  |  |  |  |
| **Sunday** |  |  |  |  |  |

**School holidays -** Max 25 hrs for 13-14year olds and 35 hrs for 15–16-year-olds

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Day | From am  | To am | Break | From pm | To pm |
| **Monday** |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |
| **Friday** |  |  |  |  |  |
| **Saturday** |  |  |  |  |  |
| **Sunday** |  |  |  |  |  |

## Risk assessment

The employer needs to carry out risk assessments before any child/young person starts work.  Risk assessments should take account of any existing control measures in place and identify where risk remains.

(1) look for hazards (2) decide who might be harmed (3) evaluate the risks deciding whether the existing precautions are adequate or should be amended (4) record your findings and keep on file (5) review your risk assessment periodically and revise when necessary (6) pay particular attention to the child’s/young person’s lack of experience

Risk assessment forms are available via our website or contact us for a copy.

## To be completed by the employer

I attach a passport size photograph of the child/young person (recent; within 6 months – head shot only)

I attach a copy of the child/young person’s Birth Certificate (or passport)

I have carried out a child/young person’s Risk Assessment, which has been discussed with the parent/guardian. (Please attach a copy of the assessment)

I confirm that the appropriate insurance cover is in place

|  |  |
| --- | --- |
| Signature of employer |  |
| Date |  |

Part 3

## To be completed by the parent/guardian

|  |  |
| --- | --- |
| Name |  |
| Relationship to child/young person |  |
| Address, if different from the child/young person |  |
| Telephone |  |
| Email  |  |

I/we consent to my child/young person being employed under the conditions set out in this application form

I/we confirm my child/young person is fit and able to work and does not have any medical condition or disability which might affect his/her suitability for proposed employment.

I/we would like the work permit sent to the email address above

|  |  |
| --- | --- |
| Parent/Guardian name |  |
| Parent/Guardian Signature |  |
| Date |  |

## Guidance

### Permitted times of employment

**School days:**

* Between 7am – 8am And 5pm – 7pm
* not more than 2 hours a day outside school hours

**Saturdays or school holidays**

* Between 7am – 7pm
	+ under 15 years - maximum 4 hours per day
	+ 15 years and over - maximum 8 hours

**Sunday** between 7am – 7pm

Maximum 2 hours

School holidays

* 15 years and over Maximum of 35 hours per week
* Under 15 years Maximum of 25 hours per week
* (13 and 14 years old) - Employers need to be aware that the child should have a minimum of 2 consecutive weeks holiday at some time during the year when they are not required to attend school.

### Age restriction and additional information

The Local Authority by-laws apply to any child of 13 until the date when he or she is no longer legally obliged to receive education, being the last Friday in June of the academic year in which they reach the age of 16.

It is the legal responsibility of the employer to check the child’s date of birth is accurate.

When the Department for Work and Pensions (DWP) have issued a National Insurance number, this should not be taken to imply that the child is then eligible to work full-time.

These by laws apply to all children even if parents employ their own children.

If a child helps with any business which is carried on for profit, even if they receive no pay, they are still deemed to be employed.

Please ensure that all sections are completed in full and signed by a parent or guardian.

For supporting evidence, the following must be submitted with your application form:

1. A colour passport size photograph (recent within 6 months – head shot only)

2. Photocopy of child’s birth certificate (or passport)

3. A copy of the risk assessment

Please note: This form should be sent to the borough where the employer is located.

Please return to the London Borough of Ealing:

School Attendance Service, 2nd Floor, Perceval House, 14-16 Uxbridge Road, Ealing, W5 2HL

Tel No. 020 8825 5040

Email: ***ESW@ealing.gov.uk***