

CITY OF  
WOLVERHAMPTON  
COUNCIL

## Employment of Children Notification

To be completed by the employer and returned within one week of the child's employment commencing to:

Child Employment Section (Safeguarding Children Service), Priory Green Offices,  
Whitburn Close, Pendeford, Wolverhampton, WV9 5NJ (telephone 01902 555233)

**I wish to employ the child named below and request the issue of an Employment Permit  
in accordance with the provisions of the Council's Byelaws with respect to the employment of children.**

### APPLICATION FOR A CHILD EMPLOYMENT PERMIT

This form must be completed by the EMPLOYER and counter-signed by the child's parent overleaf

**NAME OF CHILD** (in full) .....

**ADDRESS**.....

..... POST CODE..... TEL: .....

**DATE OF BIRTH** ..... **AGE** ..... **SCHOOL** .....

**NAME OF EMPLOYER/AGENT** .....

**COMPANY ADDRESS** .....

..... POST CODE..... TEL: .....

(HEAD OFFICE NAME AND ADDRESS if applicable).....

**NATURE OF BUSINESS**.....

**NATURE OF CHILD'S DUTIES** (Describe EXACTLY what work the child will do - see byelaws overleaf).....

**HOURS OF WORK**

(see byelaws  
overleaf)

(Insert beginning  
and ending times)

SCHOOLDAYS		SATURDAYS		HOLIDAYS		SUNDAYS	
FROM	TO	FROM	TO	FROM	TO	FROM	TO

**It is the responsibility of the employer to ensure that the above details are supplied to the Local Authority within ONE WEEK of the child starting work.**

**The unlicensed employment of children of compulsory school age is an offence.**

I certify that the above details are correct and that I have carried out the required risk assessment under the Health and Safety (Young Persons) Regulations 1997

Signed ..... (Employer)

Name .....

**FOR OFFICE USE ONLY**

Employment Card No .....

Date Issued.....

**Please check that the Parental declaration overleaf has been signed before returning this form.**

City of Wolverhampton Council

2017 Employment of Children Byelaws - Summary

These rules cover all children of compulsory school age who are employed in Wolverhampton. The rules DO NOT end as soon as the child is 16 but apply until the last Friday in June in the school year in which he/she becomes 16. They apply to all work done for a commercial business, including the parent's own business, whether or not the child is paid for the work they do. They do NOT apply to jobs like baby-sitting where there is no commercial employer involved.

AGE No child may be employed under the age of 13.

WORK The kind of work which children can do is very tightly controlled by national and local regulations. All work must be "light duties" only and not interfere with the child's education.

13 year olds can ONLY do a job which is on the "permitted list"; (newspapers, shops, etc.).

Many kinds of work are prohibited to ALL children:

- factories and any other "industrial undertaking"
• the sale or delivery of alcohol (except in sealed containers)
• betting and gaming (16 year olds may sell National Lottery tickets)
• delivery and distribution of milk
• the preparation of food in any commercial kitchen (chip shop, burger bar, cafe, etc.)
• collecting money or canvassing door to door
• work involving exposure to "adult" material
• telephone sales
• fairgrounds and amusement arcades
• personal care of residents in nursing homes etc.
• street trading

This is not the full list. If there is any question of the work being illegal, dangerous or otherwise prohibited, further information may be requested before a permit is issued.

HOURS These are also tightly defined and cannot be varied.

No child may work before 7.00 am or after 7.00 pm on ANY day (including school holidays).

On school days:

a child may work a maximum of 2 HOURS; either 2 hours after school (before 7.00 pm) or one hour before school (after 7.00 am) and one hour after school (before 7.00 pm).

On Saturdays and school holidays:

children aged 13/14 can work up to 5 hours a day (maximum 25 per week)
children aged 15/16 can work up to 8 hours a day (maximum 35 per week)
(No more than 4 hours without a break. A child who works the whole year must have a two week consecutive break at either Easter or in the summer).

On Sundays:

a child may only work a maximum of 2 HOURS between 7.00 am and 7.00 pm.

A child may work no more than 12 hours in any week in which he/she is required to attend school.

COPIES OF THE FULL BYELAWS ARE AVAILABLE ON REQUEST FROM THE DEPARTMENT OF LAW, CIVIC CENTRE, ST. PETERS SQUARE, WOLVERHAMPTON. THIS IS NOT A COMPLETE STATEMENT OF THE LAW, ONLY A SUMMARY.

IN ORDER TO SAFEGUARD THE WELFARE OF YOUR CHILD THIS INFORMATION MAY BE SHARED WITH OTHER RELEVANT PARTIES.

PARENTAL DECLARATION (to be signed in all cases)

I confirm that the child named overleaf is aged 13 or over and that the date of birth is correct. I am aware of the nature of the proposed employment. I consent to him/her being employed as indicated, and consider him/her medically fit to work.

(If you are unsure, consult your family doctor first).

Signed..... Name

Relationship to child..... Date

NOTE: 'Parent' includes any person who has for the time being parental responsibility for the child within the meaning of Sec. 3 of The Children Act 1989.