



CHILD EMPLOYMENT

Dear Parent/Guardian

If your child is still at school and about to begin working part-time, the law requires him/her to have a Certificate of Employment issued by the local authority.

The health information you provide in the Medical Questionnaire may be shared with the Child & Family Health Service, Lancashire Care NHS Foundation Trust. This will help us to decide whether your child needs a medical examination before the Authority can issue a Certificate of Employment. Completing the enclosed form will mean that in most cases a medical examination will not be necessary.

Our target is to issue a Certificate of Employment within 10 days of receiving a completed application form from your child's employer. When both the Medical Questionnaire and the Application Form have been completed, your child's employer should send the whole form to the address below:

Inclusion Team
Schools & Education Directorate
Access to Learning Service
5th Floor, 10 Duke Street
Blackburn BB2 1DH

For any further information or advice, please contact:

childlicensing@blackburn.gov.uk

SECTION A To be completed by Parent/Guardian (BLOCK CAPITALS)

Name of Child	<input type="text"/>	Date of Birth	<input type="text"/>
Boy/Girl	<input type="text"/>		
School	<input type="text"/>	Year Group	<input type="text"/>
Home Address	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Parent/Guardian Name	<input type="text"/>		
Home Telephone Number	<input type="text"/>		

CONFIRMATION OF DATE OF BIRTH

I hereby confirm that the Date of Birth of is

Has the child been absent from school for more than one week during the last term? Yes No

If so, for what reason?

PLEASE ALSO COMPLETE SECTION C "CONFIDENTIAL MEDICAL DECLARATION".

This form is only for young people working in Blackburn with Darwen Borough.

SECTION B To be completed by Employer (BLOCK CAPITALS)

EMPLOYER DECLARATION

Name of proposed Employer/Company

Business Address

Postcode

Tel No. / Email

Nature of Business

Main Tasks

Place of Employment (if different from above) Tel.No

Date & Times of Employment - See overleaf for Bye-laws regulating permitted hours of employment.

	HOURS (A.M.)		HOURS (P.M.)	
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
School Holidays				

An Employer and any person (other than the child) who employs or knowingly allows a child to be employed in contravention of any enactments or local authority bylaws is guilty of an offence and is liable to prosecution.

I have assessed the risk factors involved in the work to be undertaken by this child [under Articles 6 & 7 of the EC Directive on the Protection of Young People at Work (94/33/EC) and the Independent Safeguarding Authority (ISA) Vetting and Barring Scheme*] and have duly taken these into account in making this application, and have made the findings of this assessment known to the parent/guardian. Relevant insurance cover is provided covering the employment of this child.

Signed Date

* As an employer, you have the discretion to decide which, if any, of your supervising employees ISA registration status needs to be checked, and although there is no requirement for all employees to be registered, there are tough penalties for employers who knowingly permit an individual barred from working with children to supervise and/or instruct young people under-16 in the workplace.

SECTION C

CONFIDENTIAL MEDICAL DECLARATION

To be completed in BLOCK CAPITALS by Parent/Guardian

Name of Child Date of Birth

School Year Group

Home Address

Postcode

Parent/Guardian Name

Home Telephone Number

Family Doctor's Name

Address

Please answer all the following questions - failure to do so may result in an unnecessary medical examination.

1 Does your child have any of the following?

Asthma or chest trouble	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Diabetes	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Heart trouble	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Fits or epilepsy	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Skin problems	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>	Physical disability	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

2 Does your child take regular medication? YES NO

3 Has your child had an operation? YES NO

If YES have they made a complete recovery? YES NO

4 Are there any restrictions of activity? e.g. Cycling YES NO

If YES, please give details.

5 Does your child have hearing difficulties? YES NO

If YES does s/he need hearing aids? YES NO

6 Does your child have difficulties with vision? YES NO

If YES a) Has s/he been advised to wear glasses? YES NO

b) Does your child experience any difficulties in daily living? YES NO

7 Is there anything else you would like the doctor to know? Please give details.

I certify that the above mentioned employment proposed for (Name of Child) will not in my opinion be prejudicial to my child's health/psychological development and will not render him/her unfit to benefit from his/her education. I understand that a medical examination may be required by the Local Authority. The applicant's personal data will be held by the LA in accordance with GDPR guidelines.

Parent/Guardian

Date

SUMMARY OF RESTRICTIONS RELATING TO EMPLOYMENT

It should be noted that the lists below do not provide a comprehensive statement of the law relating to the employment of children and are intended for guidance only.

Prohibited employment

No child of any age may be employed:-

- a) in a cinema, theatre, discotheque, dance hall or night club, except in connection with a performance given entirely by children;
- b) to sell or deliver alcohol, except in sealed containers;
- c) to deliver milk;
- d) to deliver fuel oils;
- e) in a commercial kitchen;
- f) to collect or sort refuse;
- g) in any work which is more than three metres above ground level or, in the case of internal work, more than three metres above floor level;
- h) in employment involving harmful exposure to physical, biological or chemical agents;
- i) to collect money or to sell or canvas door to door;
- j) in work involving exposure to adult material or in situations which are for this reason otherwise unsuitable for children;
- k) in telephone sales;
- l) in any slaughterhouse or in that 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;
- m) as an attendant or assistant in a fairground or 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;
- n) in the personal care of residents of any residential care home or nursing home;
- o) in an industrial setting.

Permitted employment of children aged 14 and over

A child aged 14 or over may be employed only in light work, and only in agricultural and horticultural work if employed on an occasional basis by their parent/carer.

Permitted employment of children aged 13

A child aged 13 may not be employed except in light work in one or more of the following specified categories:

- a) delivery of newspapers, journals or other printed material;
- b) shop work, including shelf stacking;
- c) hairdressing salons;
- d) office work;
- e) car washing by hand in a private residential setting;
- f) in a cafe or restaurant;
- g) in riding stables; and
- h) domestic work in hotels and other establishments offering accommodation.

Additional conditions

No child may be employed in any work unless the employer ensures that suitable clothes and footwear are worn.

Permitted employment of children under 13

A child aged 10 or over may be employed on an occasional basis by and under the direct supervision of his parent in light agricultural or horticultural work.

Hours of employment

Subject to the statutory provisions and the provisions of these Bye-Laws no child shall be employed:

- a) before 7 o'clock in the morning or after 7 o'clock in the evening on any day or
- b) for more than two hours on any day on which he/she is required to attend school or
- c) for more than two hours on any Sunday or
- d) for more than eight hours or, if he is under the age of 15 years, for more than five hours in any day on which he is not required to attend school and which is not a Sunday or
- e) for more than thirty five hours or, if he is under the age of 15 years, for more than twenty five hours in any week in which he is not required to attend school or
- f) for more than four hours in any day without a break of one hour.
- g) 13 -16 year olds can work no more than 12 hours per week during term time.

Children must have a two week period free from work during their school holidays each year.

FOR OFFICE USE ONLY

Employment Certificate Issued

Issued by

Date