



**TORFAEN COUNTY BOROUGH COUNCIL EMPLOYMENT OF CHILDREN**

Children & Young Persons Act 1933  
 As amended by Children & Young Persons Act 1963, Education Act 1996  
 The Children (Protection at Work) Regulations 1998  
 The Children (Protection at Work Regulations) Regulations 2000

**TO BE COMPLETED BY EMPLOYER**  
**(IN BLOCK CAPITALS)**

Name of Employer (in full):.....  
 Address:.....  
 Post Code:..... Tel No:.....

Nature of Business:.....  
 Place of Employment:.....

Insurance Company:.....  
 Policy Number:..... Expiry Date:.....

To comply with Health & Safety (Young Persons) Regulations 1997 a Risk Assessment has been undertaken for the duties required for this employment. (Please supply a copy with App)

N.B. No child shall be employed for more than 4 hours in any day without a rest break of 1 hour. No child shall work continuously throughout the year and must have a 2 week consecutive week break which must be taken during the school holidays.

**Please print full name:.....**

Signature:..... Position in Company:.....  
 Date:.....

**Time at which employment begins and ends**

Pupil Name:..... D.O.B:.....

	Term Time		Holidays		Total Hours
	From:	To:	From:	To:	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					

Employment effective from:.....

**COMPLETED FORMS SHOULD BE RETURNED TO:**

Education Service,  
 Torfaen County Borough Council, Pearl House, Pontypool, NP4 6YB  
 Tel No: 01495 766929 Fax: 01495 766904



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### TO BE COMPLETED BY CHILD'S PARENT OR GUARDIAN

Name of Child (in full):.....  
Address:.....  
School Attending:.....  
Date of Birth:..... Year Group:.....

Name of Parent / Guardian:..... (Mr / Mrs / Ms / Miss).....

The child named above is medically fit and able to undertake the employment as stated. I hereby consent to the child being employed and certify that the date of birth is correct.

Signature:..... Date:.....

### TO BE COMPLETED BY SCHOOL

The attendance of the child named above is..... and I confirm that I do not know of any reason why this child should not be employed.

Signature:..... Date:.....

### **N.B:** MAXIMUM EMPLOYMENT PERMISSIBLE

- a) **School Days: 2 hours** worked as follows: **1 hour** between **7.00 am & 8.30 am** plus **1 hour** between **4.00 pm and 7.00 pm** or **2 hours** between **4.00 pm and 7.00 pm**
- b) **Saturdays:** Children aged 13 to 15 years – **5 hours** between **7 am and 7 pm**  
Children aged over 15 years – **8 hours** between **7 am and 7 pm**
- c) **Sundays:** Any Sunday employment should not exceed **2 hours** between **7 am and 11 am**, and should be included in the aggregate for any week in which a student is required to attend school.

**Note: TO A MAXIMUM OF 12 HOURS IN ANY WEEK IN WHICH STUDENTS ARE REQUIRED TO ATTEND SCHOOL.**

#### d) **School Holidays:**

- 1) Children aged 13 – 15 years **5 hours** each day, to a maximum of **25 hours** in a week
- 2) Children aged over 15 years **8 hours** each day, to a maximum of **35 hours** in a week

**PLEASE ATTACH 2 PASSPORT SIZE PHOTOGRAPHS**