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| No. |  |

**THE HIGHLAND COUNCIL - EDUCATION AND LEARNING SERVICE**

**BYELAWS RELATING TO THE EMPLOYMENT OF CHILDREN**

**APPLICATION for Employment Certificate to engage in a permissible part-time job in terms of the**

**Education Authority’s Byelaws relating to the Employment of Children.**

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| **PART I TO BE COMPLETED BY EMPLOYER** (read notes on reverse prior to completion) | | | | | | |
| 1 | Child's Name |  | | | | |
| 2 | School Attended |  | | | | |
| 3 | Employer's Name |  | | | | |
| 4 | Employer's Address |  | | | | |
|  |  | | | Telephone No. | |  |
| 5 | Type of Job offered (describe briefly what the young person will do) | | | |  | |
|  |  | | | | | |
| 6 | Where will the child be employed | |  | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 7 | Hours of Employment (state clearly the hours of starting and finishing) | | | | | | | | | |
|  | | Sun. | Mon. | Tue. | Wed. | Thurs. | Fri. | Sat. | Weekly Total in Hours | |
| Morning | |  |  |  |  |  |  |  |  |  |
| Afternoon | |  |  |  |  |  |  |  |  |  |

Declaration: I hereby certify that I have undertaken a risk assessment for the above tasks and that no such employment will occur before 7am or after 7pm on any day.

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| 8 | Employer’s Signature |  | Date |  |

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| **PART II TO BE COMPLETED BY PARENT OR GUARDIAN** (read notes on reverse prior to completion) | | | | | | | | |
| 1 | Name of Parent/Guardian |  | | | | | | |
|  |  |  | | | | | | |
| 2 | Address of Parent/Guardian |  | | | | | | |
|  |  |  | | | | | | |
|  |  | | | Telephone No. | | |  | |
| 3 | Child’s Date of Birth |  | | |  | | | |
|  | I have read Part I of this form and agree to my child being employed as described in that section. I am satisfied that my child is fit to undertake the job described in Part I. (Parents in doubt about a child’s fitness should consult their family doctor before signing this form). | | | | | | | |
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| 5 | Signature of Parent/Guardian | |  | | | Date | |  |

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| PART III TO BE COMPLETED BY HEADTEACHER | | | | | | | |
| Note - to be answered by Head Teacher or appropriate member of guidance staff | | | | | | | |
| 1 | Will the proposed job interfere with the child’s schooling? | | | | | | YES/NO |
| If yes, state the reason(s) | | |  | | | | |
| Note - if you are aware of any circumstances about the child or about the application which raise any question of the proposed job being detrimental to the child’s health these should be stated so that, if appropriate, the Community Paediatrician or a Medical Practitioner may be consulted. | | | | | | | |
| 2 | (a) Are working hours in accordance with those in Section 6 of Guideline Notes? | | | | | | YES/NO |
|  | (b) For applicants under 14 years, is the proposed work on the permitted list? | | | | | | YES/NO |
|  | (c) For applicants over 14 years, is proposed work “light work” outwith the prohibited list? | | | | | | YES/NO |
| Signature | |  | | Post |  | Date |  |

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| **PART IV FOR EDUCATION AND LEARNING OFFICE USE ONLY** | | | | | |
| 1 | Does the job conform with the Bye-Laws? | | | YES/NO | |
| 2 | Has a medical report been obtained where necessary? | | | YES/NO | |
| 3 | Date of issue of Certificate of Employment |  | or referred to Area Education Manager | |  |

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| **NOTES** | |
| In any question relative to the application of the Byelaws, the wording of the Byelaws themselves will determine the issue.  Copies of the Byelaws and notes for guidance may be obtained by application to the Director of Corporate Governance, Highland Council Headquarters, Glenurquhart Road, Inverness, IV3 5NX.  Copies may also be seen on application to the Head Teacher of and Secondary School or to any Area Education and Learning Office.  It is against the law to employ any child under the age of 13.  It is against the law to employ children aged 13, except in those occupations listed in paragraph 7 of the byelaws.  Employment of children of school age is prohibited in or in connection with all occupations listed in paragraph 5 of the Byelaws. There are statutory prohibitions of employment of children in commercial kitchens, tele-sales, or fairgrounds, street trading (without a suitable licence), bars or licensed premises; in employment that involves exposure to adult material, or exposure to harmful physical, biological or chemical agents; , in delivering milk or fuel oils, collecting or sorting refuse, and working at height,. There are also statutory provisions dealing with participation in stage or film performances, working in door to door sales, and work in residential care homes | |
| Hours | |
| 1 | On a school day a child may only work for up to 2 hours, of which 1 hour may be between 7 am and the start of the school day and the balance between close of school and 7 pm; if a child works both morning and evening, it must be with the same employer. |
| 2 | On a non-school day (other than Sunday) a child may work between 7 am and 7 pm. During that period, however, the child may only work for a maximum of 5 hours if under 15 years old or, if over 15 years old, up to 8 hours, both exclusive of meal breaks. |
| 3 | On Sunday a child may work for not more than 2 hours between 7 am and 7 pm. |
| Weekly Limits | |
| No child shall work more than 12 hours during a week in which they are required to attend school.  During school holidays, the total number of hours which a child may work in a week is restricted to 25 if the child is under 15 years or, if he/she is over 15 years, 35 hours, both exclusive of meal breaks. | |
| Breaks | |
| A child may not work for more than 4 hours without having a break of at least 1 hour for rest and refreshment. | |
| Holidays | |
| A child must have at least 2 weeks continuous holidays during the school holidays. | |
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| **Suspension of Certificate** | |
| The Certificate is automatically held in suspense when the child fails to attend or is prevented from attending school on a normal school day. | |
| **Penalties** | |
| Fines can be imposed up to a maximum of £1,000 for breach of these Byelaws. | |