



Attach/email child's photo

Employer's Notification to the LA of Intention to Employ a Young Person

Part A

<i>To be completed by employer</i>			
Name of employer		Child Name	
Nature of Business		Address	
Address of Employer			
Telephone Number			
Email		D.O.B	
Address & Telephone number child employed at (if different)		School	
		School's email address	
Young person job role			

Part B

Days & hours of proposed employment

<p>SCHEDULE OF EMLPOYMENT 1 hour break required after 4 hours continuous work</p>												
	SCHOOL WEEK 12 hrs Maximum					SCHOOL HOLIDAYS Max. 25 hrs ages 13/14 and 35 hrs ages 15/16						
	From am	To am	B R E A K	From pm	To pm		From am	To am	B R E A K	From pm	To pm	
EXAMPLE	7	7.30		4.30	5.30							
Monday												
Tuesday												
Wednesday												
Thursday												
Friday												
Saturday												
Sunday												

Risk Assessments- (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 & keep on file (5) review your assessment periodically & revise when necessary (6) pay particular attention to the child's lack of experience, taken place. Risk assessment forms are available via our website or contact us for a copy.

Part C

Parent/Guardian statement of consent of child's fitness to work:

I / We confirm that my / our child is fit to carry out the duties required as explained to me by the employer

Parent/Guardian	Parent/Guardian
Email address:	Email address:
Date	Date

Part D – Employer’s declaration

Has a risk assessment been carried out? [] Yes [] No (please attach a copy of assessment)

Signature of employer:

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 & over Maximum 8 hours
Sunday	Between 7am – 7pm Maximum 2 hours
School holidays 15 years & over Under 15 years (13 and 14 years old)	Maximum of 35 hours per week Maximum of 25 hours per week

Employers need to be aware that the child should have a minimum of 2 consecutive weeks holiday at sometime during the year when they are not required to attend school.

AGE RESTRICTION AND ADDITIONAL INFORMATION

- The 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 further supporting evidence the following must be submitted with your application:

1. A colour passport size photographs
2. Photocopy of child’s birth certificate or passport (scans are acceptable)
3. Copy of risk assessment
4. Form should be sent to the borough where the employer is located. If you are using this form to send to another LA, please check if they require any additional information.

Please email all documents to: ce@camden.gov.uk Tel: 020 7974 7152

*Pupil Attendance Service
London Borough of Camden,
5 Pancras Square
London N1 4AJ*