

Gofynner am / Please ask for: Rebecca S Thomas

Eich cyf / Your ref:

Llinell Uniongyrchol / Direct Line: 01554 742369

Fy nghyf / My ref: RST

E-bost Uniongyrchol / Direct E-mail: RSThomas@carmarthenshire.gov.uk

Ffacs / Fax:

Dyddiad / Date: As Postmark

DX:

CHILD EMPLOYMENT

Children & Young Persons Act 1933 As amended by Children & Young Persons Act 1963, Education Act 1996 The Children (Protection at Work Regulations) 1998 and Carmarthenshire County Council Byelaws 1998

Dear Sir/Madam

I would like to draw your attention to the 1998 Byelaws of Carmarthenshire County Council in respect of the Employment of Children. Employers have a legal responsibility to ensure that these byelaws are adhered to. Failure to comply with the byelaws could result in Court action being taken resulting in heavy financial penalties being imposed.

Please find enclosed pertinent documents relating to the employment of children for your use and perusal which you are at liberty to photocopy if required. If you fall into any of the categories listed on the enclosed documents, you must fill in the application forms. These must be signed by the **employer** and **the parent or guardian** and also include **2 signed passport photographs of the child**. The relevant document must be returned to myself at the above address. On receipt of a completed application form, a permit will be issued to the employer and an identification photo card issued to the child.

If you require any further information or would care to discuss the contents of this letter, please do not hesitate to contact The Employment of Children Officer, Rebecca Thomas, on the above telephone number.

Many thanks in anticipation of your co-operation in this matter.

Yours faithfully,



Stefan Smith
Head of Children's Services

Stefan Smith

Pennaeth y Gwasanaethau Plant,
Adran Addysg a Phlant, Adeilad 2,
Parc Dewi Sant, Heol Ffynnon Job,
Caerfyrddin, Sir Gaerfyrddin SA31 3HB
Head of Children's Services,
Department for Education and Children,
Building 2, St. David's Park, Job's Well Road,
Carmarthen, Carmarthenshire SA31 3HB

*Mae Cyngor Sir Caerfyrddin yn croesawu
gohebiaeth yn Gymraeg neu yn Saesneg
Carmarthenshire County Council welcomes
correspondence in Welsh or English*



BUDDSODDWYR | INVESTORS
MEWN POBL | IN PEOPLE

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 and Carmarthenshire County Council Byelaws 1998

TO BE COMPLETED BY THE CHILD'S PARENT / GUARDIAN (IN BLOCK CAPITALS)

Name of Child: (in full)

Address:

Telephone Number:

School Attending: **Date of Birth:**
(This will be checked with school records)

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

The child named above is medically fit and able to undertake the employment as stated overleaf.

I hereby consent to the child named being employed and certify that the date of birth is correct.

Signature: **Date:**

In order for us to process and issue you with a work permit, we will require 2 current passport size photos of the child. Please send these with this form, one to be signed by the Employer and one signed by the child.

N.B. MAXIMUM EMPLOYMENT PERMISSIBLE

(a) School days: **2 hours** worked as follows – **1 hour** between **7am & 8:30am** and **1 hour** between **4pm & 7pm**, or **2 hours** between **4pm & 7pm**.

(b) Saturdays:	Children aged 13 to 15	5 hours between 7am - 7pm
	Children aged over 15yrs	8 hours between 7am - 7pm
Sundays:	Children aged 13 to 15	2 hours between 7am - 11am
	Children aged over 15yrs	2 hours between 7am - 11am

(c) School Holidays:

1. Children aged 13-15 **5 hours** each day, to a maximum of 25 hours in a week
between 7am - 7pm

2. Children aged over 15yrs **8 hours** each day, to a maximum of 35 hours in a week
between 7am - 7pm

NO CHILD CAN WORK MORE THAN TWELVE HOURS IN ANY WEEK IN WHICH HE/SHE IS REQUIRED TO ATTEND SCHOOL.

Note: Any Sunday employment should not exceed 2 hours between 7am & 11am and such hours should include in the aggregate for any week to the maxima referred to in (c) above

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TO BE COMPLETED BY THE EMPLOYER

Name of Employer:

Address:

Nature of Business:

Place of Employment:

Nature 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.

N.B. No child shall be employed for more than four hours in any day without a rest break of one hour. No child shall work continuously throughout the year and two consecutive weeks breaks must be taken during the school holidays.

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

Time at which employment begins and ends:

School Days: Saturdays:

School Holidays: Sunday:

Data Protection Act 1998 – This information is processed in accordance with the Data Protection Act 1998, for the purpose of Education and Training Administration specifically the monitoring of child employment.

COMPLETED FORMS SHOULD BE RETURNED TO:- FAO EMPLOYMENT OF CHILDREN, DEPARTMENT FOR EDUCATION AND CHILDREN, BUSINESS SUPPORT SECTION, BUILDING 2, ST DAVIDS PARK, JOB'S WELL ROAD, CARMARTHEN, CARMARTHENSHIRE, SA31 3HB. TEL NO:- 01267 246545

PART TIME WORK
HOURS OF WORK THAT ARE ALLOWED

If you work, the following rules apply until you reach school leaving age. An application form signed by your parents and employer should be completed and sent to the address below before you start working.

When you are	You Can Work On	During The Following Hours:-
13 & 14	School Days	Not more than a total of 2 hours in one day during the following periods:- (a) In the morning between 7am and the start of the school (1 hour max) (b) In the evening between close of school and 7pm.
	Saturdays	5 hours a day between 7am & 7pm
	Sundays	2 hours a day between 7am & 11am
	School Holidays	5 hours a day on any weekday (except Sundays) between 7am & 7pm, but total hours worked each week must not exceed 25 hours. You must have 2 consecutive weeks break in a year and they must be taken during the school holidays.
15	School Days	Not more than a total of 2 hours in one day during the following periods:- (a) In the morning between 7am and the start of the school (1 hour max) (b) In the evening between close of school and 7pm.
	Saturdays	8 hours a day between 7am & 7pm
	Sundays	2 hours a day between 7am & 11am
	School Holidays	8 hours a day on any weekday (except Sundays) between 7am & 7pm, but total hours worked each week must not exceed 35 hours. You must have 2 consecutive weeks break in a year and they must be taken during school holidays.
16	The hours of employment specified for 15 year olds will apply whilst you are of compulsory school age. If you wish, you are legally able to leave school on the last Friday in June in the school year in which you reach the age of 16. You are not able to take full time employment until after that date.	
NO CHILD CAN WORK MORE THAN TWELVE HOURS IN ANY WEEK IN WHICH HE/SHE IS REQUIRED TO ATTEND SCHOOL.		
(* No child of any age may work more than 4 hours in a day without a rest break of 1 hour)		

Application forms/information packs detailing permitted employments and specifying other conditions may be obtained from:-

EMPLOYMENT OF CHILDREN, DEPARTMENT FOR EDUCATION AND CHILDREN, BUSINESS SUPPORT SECTION, BUILDING 2, ST DAVIDS PARK, JOB'S WELL ROAD, CARMARTHEN, CARMARTHENSHIRE, SA31 3HB. TEL NO:- 01267 246545

WORK THAT IS ALLOWED

When you are 13	<p>You may only be employed in 'light work' on one or more of the following</p> <ul style="list-style-type: none"> • Agricultural or horticultural work • Delivery of newspapers, journals and other printed materials • Shop work, including shelf staking • Hairdressing Salons • Office Work • In a café or restaurant (but not in a kitchen) • In riding stables • Domestic work in hotels and other establishments offering accommodation
14 & 15	<p>You may be employed only in light work. You may engage in street trading if you are employed by your parents in connection with their business and if you are supervised by them, or if you have been granted a street traders licence by the local authority.</p>
16	<p>The above restrictions will still apply whilst you are of compulsory school age (see overleaf)</p>

Prohibited employments for all children of compulsory school age

No child of any age may be employed:-

- On a day that he or she is absent from school by reason of ill-health.
- In cinema, theatre, discotheque, dance hall or night club, except in connection with a performance given entirely by children.
- To sell or serve customers with or deliver alcohol.
- To deliver milk.
- To deliver fuel oils.
- In a commercial kitchen.
- To collect or sort refuse.
- 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.
- In employment involving harmful exposure to physical, biological or chemical agents.
- To collect payment or to sell or canvas door to door.
- In work involving exposure to adult material or in situations which are for this reason otherwise unsuitable for children.
- In telephone sales.
- In any slaughterhouse or in that part of any butcher's shop or other premises connected with the killing of livestock, butchery, or in the preparation of carcasses or meat for sale.
- As an attendant or assistant in a fairground or amusement arcade or in an other premises used for the purpose of public amusement by means of automatic machines, games of chance of skill or similar devices.
- In the personal care of residents care home or nursing home unless under the close supervision of a responsible adult.

