

Employment of School age Children

Children under 13 must not be employed.

No child is allowed to be employed in a factory or industrial undertaking.

13 to 14 years

Days	Permitted hours of work*
School days	Up to TWO hours a day between 7am and beginning of school hours (for ONE HOUR ONLY) and/or between the end of school hours and 7pm.
Saturdays	Up to FIVE hours a day between 7am and 7pm, no more than FOUR hours at any time without a rest break of at least one hour.
Sundays	Up to a maximum of TWO HOURS permitted between 7am and 7pm.
Weekdays of school holidays	Up to FIVE hours a day but no more than TWENTY FIVE HOURS in any week, between 7am and 7pm, no more than FOUR hours in any day without a rest break of at least one hour.

15 years and up to the end of compulsory school age ▲

Days	Permitted hours of work*
School days	Up to TWO hours a day between 7am and the beginning of school hours (for ONE HOUR ONLY) and/or between the end of school hours and 7pm.
Saturdays	Up to EIGHT hours a day between 7am and 7pm, no more than FOUR hours in any day without a rest break of at least one hour.
Sundays	Up to a maximum of TWO HOURS permitted between 7am and 7pm.
Weekdays of school holidays	Up to EIGHT hours a day but no more than THIRTY FIVE HOURS in any week, between the hours of 7am and 7pm, no more than FOUR hours in any day without a rest break of at least one hour.

A child may not work for more than twelve hours in any week that their school is open.

A child who is employed on non-school days must have a two-week holiday from work every calendar year (1 January to 31 December).

- ▲ A child is of compulsory school age up to last Friday in June of the academic year he/she reaches 16 years of age. The academic year is 1st September to 31st August.
- ★ For permitted types of work see **Employing school age children** (Information for parents, employers and schools) or **Hertfordshire County Byelaws 1998**, both obtainable from your local Area Education Centre.

Hertfordshire County Council
Children, Schools & Families
County Hall, Pegs Lane, Hertford SG13 8DF



Application for a Work Permit to employ a school age child in Hertfordshire

Children and Young Persons Act 1933 (as amended by The Children (Protection at Work) Regs 1998) and Hertfordshire County Council Byelaws on the Employment of Children 1998

PLEASE USE BLACK INK & CAPITAL LETTERS

Employment Details

(To be completed by Employer) Please note: If your company is registered under the Factories Act you cannot employ children.

Company name: _____

Contact name: _____

Address _____

Details of work to be undertaken by child _____

Employment Start Date _____

Please complete and return to your nearest Children, Schools & Families Administrative Centre:

CSF, East 1, The Old Grammar School, Broadway, Letchworth, SG6 3TD

CSF, East 2, County Hall, Pegs Lane, Hertford, SG13 8DF

CSF, West 1, First Floor, Apsley One, Brindley Way, Hemel Hempstead, HP3 9BF

CSF, West 2, First Floor, Apsley Two, Brindley Way, Hemel Hempstead, HP3 9BF

Attendance and Pupil Support Team
www.hertsdirect.org/worksolutions



Schedule of Employment During School Term

	Morning		Afternoon	
	start time	end time	start time	end time
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

A child may not work for more than twelve hours in any week that their school is open.

During School Holidays

	Morning		Afternoon	
	start time	end time	start time	end time
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Declaration by the Employer

Risk Assessment

The Health and Safety (Young Persons) Regulations 1997 requires employers to carry out a Risk Assessment before a young person starts work and to inform parents of the outcome of measures introduced to minimize risk.

As the employer I confirm that an appropriate Risk Assessment has been completed, I have read the leaflet Employment of School age children (available from the address on the front of this form) and will employ this child in accordance with the requirements of the law.

Name of child's Line Manager: _____

Signature: _____ Date: _____

Employer's name: _____

Details of Child

To be completed by parent/carer

Name of child: _____

Date of birth: _____

Address: _____

Postcode: _____

School name: _____

School address: _____

Postcode: _____

Declaration of Parent/Carer

If your child has a current employment card please return it with this application.

I consent to the employment as set out in this form and certify that the child's details are correct. I declare that the above named child is medically fit* and that this employment will not be harmful to his/her education. I confirm that I have received information from the employer regarding the Risk Assessment.

Name of parent/carer: _____

Signature: _____ Date: _____

* If in doubt please contact our customer service centre on 01438 737500 or 01923 471500. Hertfordshire County Council may require the child to have a medical examination.

Official Use

checked

approved AIO

entered

permit number Date