

## INFORMATION FOR COMPLETION OF PERMIT APPLICATION

A child may be employed only in accordance with the details shown on his/her employment permit.

The Education Authority may amend a child's employment permit from time to time on the application of the employer.

The Education Authority may at any time revoke a child's employment permit if it has reasonable grounds to believe:

- ☐ that the child is being unlawfully employed, or
- ☐ that his/her health, welfare or ability to take advantage of his/her education are suffering or likely to suffer as a result of the employment

A child must produce his/her employment permit for inspection when required to do so by an authorised officer of the Education Authority or a police officer.

**Application for an employment permit should be made in good time to the school.**

Parts 1 - 3 of the application form should be completed by the employer and parent or guardian and returned to the school which the child attends.

**If the application is for employment during both the school holidays and school term a permit will be issued for the school holiday period only. The form will then be forwarded to the school for completion of Part 4 before a permit is issued for employment.**

Any enquiries regarding the issuing of permits or requests to amend permits should be made in the first instance to the Head Teacher of the school which the child attends. Advice is also available by contacting 03452 777 778.

PERMIT NO : .....

**ANGUS COUNCIL – EDUCATION AND LIFELONG LEARNING (PROTECTION AT WORK)**

**REGULATIONS 1998 CHILDREN & YOUNG PERSONS (SCOTLAND) ACT 1937  
EMPLOYMENT OF CHILDREN BYELAWS**

Application for permit to engage in permissible employment under the Bye Laws made by Angus Council

**Part 1**

- 1 Child's Name .....
- 2 Date of Birth .....
- 3 Child's Address .....
- .....
- 4 Telephone No .....
- 5 School .....

**Part 2 - To be completed by employer (please read our [employment of children web pages](#) before completing)**

- 1 Employer's Name & Nature of Business .....
- 2 Business Address .....
- 3 Telephone Number .....
- 4 Occupation in which the child is to be employed .....
- 5 Details of task involved .....

6 Where will the child be employed?

.....

7. Hours of employment excluding meal breaks - state clearly the times of starting and finishing. No child shall be employed before 7 a.m. or after 7 p.m. on any day.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	From To	From To	From To	From To	From To	From To	From To
am							
pm							
Total Hours							

**NOTES** The total time worked in any school day must not exceed 2 hrs and up to 8 hours on a Saturday for pupils aged 15 and over (5 hours for pupils between 13-15 years of age) and 2 hours on a Sunday.

A child must have at least 2 consecutive weeks without employment each year during the school holidays.

I confirm that a risk assessment has been carried out regarding the proposed employment of the above child. Details of risks/hazards associated with this job:

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Preventative/protective measures which will be provided by the employer, e.g. protective clothing:

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8 Employer's Signature .....

Date .....

No liability will be implied that the Council have assessed any risks in connection with the employment of the above child and no liability will be accepted by Angus Council for any injury, loss or damage suffered by the child.

## **Your privacy and the council**

### **What we need and why**

The council is the 'Data Controller' of the personal data you provide to us. The information you have provided on this form about you and the young person is used in assessing the application for a licence to allow the young person's employment. The details will be shared with relevant staff within the education department. No other third parties have access to your personal data unless permitted by law.

We will retain this information in the young person's pupil progress record. In terms of regulation 4 of the Pupils' Educational Records (Scotland) Regulations 2003 the Council is under a duty to preserve educational records for a period of five years following the pupil having received school education. Thereafter such records are routinely destroyed by the school in line with the Data Protection Act 2018 previously (Data Protection Act 1998).

**Part 3 - To be completed by parent/guardian ([please read accompanying notes prior to completion](#)).**

Name

.....

Address

.....

.....

Telephone No:

.....

I have read Part 2 of this form. I agree to my child being employed in the job described in Part 2 and I am satisfied that my child is fit to undertake the job. (The child's doctor should be consulted if there are any doubts about a child's fitness).

Signature .....

Date .....

Relationship to Child .....

**Part 4 - To be completed by the Head Teacher or appropriate member of staff**

With reference to the Guidance Notes on the employment of children under the Children (Protection at Work) Regulations 1998 and Angus Council's Byelaws does the proposed employment comply with the byelaws? **YES/NO**

If no, please give details of the nature of the breach or area of concern

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Is the child in regular attendance at school? **YES/NO**

If no, give details

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Will the proposed employment interfere with the child's health, welfare or ability to take full advantage of his/ her education? **YES/NO**

If yes, give details

.....  
.....

Having considered the information above I hereby agree that an employment permit should be issued/not be issued.

Signed ..... (Authorised signatory)

Date .....