

Code of Practice Registered Employers In Nottinghamshire County Council

Nottinghamshire County Council values the opportunities local business give to young people which aids their development and recognise that the relationship is one of partnership between the local authority and employers.

Local employers in the borough of Nottinghamshire can now, at no charge, become a registered employer of children and in doing so they are asked to sign up to this code of practice to support a common approach across the area in the employment of children, and benefit from an improved licensing system.

The authority will undertake periodic visits to employers to inspect in a partnership approach against the code of practice scheme. Employers registered under the scheme will benefit from being a recognised good practice employer of children and young people helping to enhance their reputation within the community.

This code of practice is produced to assist in ensuring that children who are employed are happy and safe, it is not exhaustive and should be read alongside and compliment other licensing requirements and information.

INTRODUCTION

Children who are employed are subject to licensing criteria and the work permit enables the young person to work part time to whom the licence relates on the dates and between the times stated.

The holder of the work permit must produce them on request to representatives of the local authority along with the following when required:

- Name, Address and DOB (the minimum age to be employed is 13)
- Parents/Carers contact number
- Signed agreement by parent/carer that the child is fit to work
- Hours of work and days of work

EMPLOYER RESPONSIBILITIES

- The owner/Partner/Limited Company or Manager should as far as possible ensure that they have a named person(s) responsible for:
- Ensuring that all staff that are likely to meet children is suitable to do so.
- Ensuring that children can or are aware of moving safely around the organisation/place of business, outside areas of work.
- Be responsible for Safeguarding Children, liaison with Police, Social Care and the Child Employment and Entertainment Service.
- Ensuring that the child is aware of the procedures in relation to a fire or other emergency.
- Ensuring that emergency and first aid facilities can be accessed quickly

EMPLOYER RESPONSIBILITIES

- Ensuring that the any changing facilities available to that children do not have same sex changing and toilet facilities, the changing areas of which will not be compromised by other adults. That where mixed adult and children toilet facilities are only available that enough safeguards in the work area are considered and in place.
- Liaison with the Child Employment and Entertainment Service enabling him/her access to the work place to inspect working conditions and information. As well as informing the CEE service should the permit be terminated or no longer required.
- Ensuring that employers liability insurance is maintained and to produce a copy to the officer if requested to do so.
- Ensure that a risk assessment is always undertaken and adhere to health and safety and produce a copy if required by the officer. Specific attention should be taken to the routes that a child may have to travel to undertake the employment and that a copy is made available to parents.
- Ensure that the employer supplies free of charge any equipment/uniform/advice necessary to undertake the employment and that the equipment provided is suitable for the work to be undertaken, along with checking the suitability of any equipment a child may use that is their own, e.g. bicycle (lights, tyres, hat etc).
- Ensure that any advice provided by Children in Employment and Entertainment Service (CEE) to prevent the exploitation or abuse of children is implemented within the organisation.
- Ensure that no child works outside the terms of the permit and that any change or variation of duties, times, or working days is submitted for a new permit to be issued.
- The employer shall inform the relevant organisations of any injuries received by a child whilst employed and the employer shall maintain appropriate records of any injuries sustained whilst in their employment

REGISTERED EMPLOYERS

- Any employer who does not conform to the code of practice may have their registration terminated and may, depending upon the circumstances have any permits cancelled or new applications rejected.
- Any employer who is convicted of any offence in relation to child employment or more serious issues may have their registration terminated until such time as the CEE service are satisfied as to their suitability to be registered again.
- Registration may be transferred upon the sale of the business to another party, provided that they avail themselves for inspection, support and advice within one month of the date of transfer of the business and satisfy the CEE service as to their suitability.
- Where any child demonstrates poor school attendance the CEE service may, depending upon the circumstances revoke the permit or refuse to issue a further permit. Where this is the case the employer shall upon receipt of direction cease the employment of the child immediately.
- The employer undertakes to comply with current and future legislation to which child employment relates and understands and recognises the spirit of working in partnership with the Local Authority, children and parents in registering/deregistering and protecting children from exploitation and abuse in the workplace.

- It is incumbent on an employer who receives information that a child is being employed elsewhere and has knowledge that such activity does not have a work permit, that they inform the CEE Service without delay.

WORK PERMIT APPLICATIONS

All child employment applications are now done online at <https://www.nottinghamshire.gov.uk/jobs-and-working/support-for-businesses/employing-13-16-year-old>. The employer shall be kept informed of the application process, once the employer and parent has submitted their applications it will be processed, employers will be notified should the licence be refused.

COMPULSORY SCHOOL AGE

This code of practice covers all children from age 13 to 16 years until they cease to be of compulsory school age. Compulsory schooling shall cease for each child on the last Friday of June of the academic year of their 16th birthday.

Further information please contact the Children in Employment and Entertainment Education Service, Nottinghamshire County Council, Home Brewery Building, Arnold Nottingham NG5 6DA.

Your designated officer is: Michelle Clement-Evans and Cassandra Marriott, Child Employment and Entertainment Manager cee.service@nottscc.gov.uk 0115 9846082.

