

BRISTOL CITY COUNCIL

Children and Young Persons Acts 1933, 1963, Education Act 1996

The Children (Protection at Work) Regulations 1998

The Children (Protection at Work) Regulations 2000

The Children (Protection at Work) (No.2) Regulations 2000



EMPLOYMENT OF CHILDREN

TO BE COMPLETED BY THE CHILD'S PARENT OR GUARDIAN IN BLOCK CAPITALS

Name of child (in full) Sex (M/F)

Address

..... Post code

School Attending..... Date of Birth

(this will be checked with school records)

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

Parent contact number telephone number

I confirm that the child named above is medically fit and able to undertake the duties of this employment and I hereby consent to the child named above being employed and certify that the above date of birth is correct.

Signature Date

Does your child have another job elsewhere? If yes, please provide the following information:

Name of Employer Tel

Hours currently worked

TO BE COMPLETED BY THE EMPLOYER IN BLOCK CAPITALS

Name of Employer (in full)

Company name if different from above

Address

..... Tel:

Nature of Business

Nature of Employment

Place of Employment

DAYS AND HOURS OF EMPLOYMENT (tick boxes as required)

Maximum hours allowed

Age 13 to 14 Age 15+

Table with 3 columns: Employment type, Age 13 to 14, Age 15+. Rows include school days (7am-7pm), Saturdays, Sundays, and school holidays.

Hours worked during the school week and the weekend must not exceed 12 hours.

No child of any age may work more than 4 hours in any day without a rest break of 1 hour and children must have a break during school holidays of 2 consecutive weeks in each year.

I confirm that I have complied with the Health and Safety (Young Persons) Regulations 1997 and a risk assessment has been undertaken for the duties required for this employment.

Date Signature

Return completed form to: Child Employment, Education Welfare Service (CH) PO BOX 3176, Bristol City Council, Bristol BS3 9FS.

Or email completed form to: ceal@bristol.gov.uk. Any queries please telephone 0117 3521 376.

FOR OFFICIAL USE:

Employment Card No:

Date of Issue:

Valid until:

Privacy Notice – Children in employment & entertainment and chaperones

Bristol City Council is the data controller for the purposes of the Data Protection Act 1998 and other regulations including the General Data Protection Regulation (Regulation (EU) 2016/679), which means it determines what your data is used for and why it is collected. The purpose of this privacy notice is to tell you about what information we collect about you when you use our service, how we use that information and who we may share it with.

The contact details of the data controller are:

Vanessa Davies – Interim Education Welfare Service Lead, Education Welfare Service, Trading with Schools.

***Education Welfare (CH), PO Box 3176, Bristol City Council, BS3 9FS,
ceal@bristol.gov.uk***

What data we need to collect and the legal basis for processing it:

To provide the child employment, entertainment and chaperone service, we will process the following types of your data:

Name, Forename, Surname, Preferred Name, Gender, Date of Birth, Date of Death, Email, Education status, Work Status, Marital status, Nationality, Immigration Status, Ethnicity, Place of Birth, NI Number, NASS Number, NHS Number, Aliases, Addresses, Languages, Disabilities, Hazards, Relationships, Key Agencies, Involved Professionals, Case Notes, History, Education Setting, Attainment, CLA, Free School Meals, Exclusions, Attendance, Missing from Education / Truancy, Home to School Travel Arrangements, Vulnerable Group, SEN? (EHCP), Children in Entertainment, Children in Employment, Early Years Allocations, Childcare, Admissions, Early Years Specialist Services, NEET, Raising Participation Age, September Guarantee, chaperone photographs, child entertainment licence child photograph, chaperone employment history and qualifications, employment references for chaperones, employment history for child work permits.

Data may be held by email, letter, from face to face meetings, telephone calls and in databases.

We are collecting your data because we are required to under Employment of Women, Children and Young Persons Act 1920, Children and Young Persons Act 1933 and 1963, Education Act 1996, Child Protection at Work Regulations 1998 and 2000, Children (Performances and Activities) (England) Regulations 2014 and other Child Employment related Acts...

It is in the public interest to process your data and processing it is necessary for compliance with our legal obligations and processing your data is necessary to protect the vital interests of the child. Processing your work permit application/entertainment licence or your chaperone application/renewal is also done with your consent and is necessary for the performance of a contract with yourself/the child.

The nature of the data processing will include the following operations:

attendance data collection, recording, organisation (arranging data), structuring (ordering into specific table or form), storage, retrieval, consultation (giving or receiving advice after viewing the data), use (engaging with data in any way), disclosure by transmission (sending the data to others), dissemination or otherwise making available (making public or sharing more widely), alignment or combination (comparing or combining it with other data).

If you don't allow us to use your data this will mean that we will be unable to provide the service that you wish to receive.

How long we will keep your data for:

We will hold this information on the child's record until the child's 25th birthday. After this, your information will be deleted or archived.

In the case of chaperone and entertainment licenses then we will hold this information indefinitely in line with the Goddard Inquiry - this privacy notice will be updated once this inquiry has been concluded.

Why we need to collect your data:

The local authority has responsibility for the administration & the enforcing requirements and protection for those below compulsory school leaving age taking part in employment or performances. The information you provide will help us support you/your child through the Child Employment, Entertainment and Chaperone process.

We will also use this information for planning the delivery of our service and other services.

The data collected includes contact details, evidence of educational provision, characteristics such as ethnic group, special educational needs and any relevant medical information. The Department for Education make it clear that parents have a choice about how they provide information about their educational provision.

We also use the information to derive statistics to inform decisions on (for example) the funding of educational services in Bristol or for assessing the effectiveness of educational services. The statistics are used in such a way that individual children cannot be identified from them.

Who we share your data with and why:

Your data will be shared with:

- Bristol City Council local authority education directorate teams and other internal Bristol City Council teams like Social Care, First Response and Early Help,
- Schools and other local authorities,
- Entertainment production companies and agencies
- Venues
- Employers

We share your data so that we can support you/your child through the Child Employment, Entertainment and Chaperone process.

It ensures that your child's education records are maintained and it ensures compliance with our legal obligations.

If we have your consent to use your data:

Working with you is an important part of our role. We ask for consent to work with you and to store your information to assist us in our work. Please let us know on 0117 3521438 or ceal@bristol.gov.uk if you no longer wish to work with us.

Your rights as a data subject:

You have the right to ask for access to your data and where data is found to be inaccurate to have that data corrected. In certain circumstances you have the right to have data held about you erased, or the use of it restricted. You may be able to object to processing and may also have the right to have your data transferred to another data controller.

You also have a right of complaint to the Information Commissioner's Office (ICO) at www.ico.org.uk if you think we have not dealt with your information in a proper manner. You can ask to see what information we hold about you and have access to it. You can do this by contacting:

Senior Data Protection Officer
Bristol City Council
ICT Commissioning and Information Governance
P O Box 3176
BRISTOL
BS3 9FS

Data.protection@bristol.gov.uk

Other questions about the data being processed may also be sent to the above address.

Fraud Prevention and Detection:

Bristol City Council is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing, administering public funds, or where undertaking a public function, in order to prevent and detect fraud. For more information visit www.bristol.gov.uk/data-protection-foi/fraud-prevention-and-detection.

Dated 30th April 2018