**REPORTING OF SUSPECTED ILLEGAL EMPLOYMENT**

**Children and Young Persons Act 1933 & 1963,**

**The Education Act 1996, Byelaws on the Employment of Children 2010,**

**The Children Protection at Work Regulations 1998 & 2000**This form is to report suspected illegal employment of children within Southampton. Please read the below information before completing.  
Before completing a report please ensure that you have read and understood the [Southampton City Council byelaws](https://www.southampton.gov.uk/images/child-employment-byelaws-2010_tcm63-365124.pdf) which outline the permitted work for children aged 13 to 16. For further information on Child Employment, please visit: <http://www.southampton.gov.uk/schools-learning/employ-teach/>

If you have concerns about a child in employment, please complete the following form with as much detail as you can provide. **This form is for use by the public and professionals.**

Employers could be fined up to £1000 if they are employing children without a permit. However, transgressions that may harm a child’s wellbeing or safety through unsafe working practices or exploitation should also be reported, even if the child has a permit. Southampton City Council will investigate every report to ensure the safeguarding of the children within the city.

We may be required to contact you throughout the investigation, unless you have chosen to anonymously refer. If you are unsure of the answer to any question, please answer as best you can or leave the box blank.

**If you have safeguarding concerns about a child please ring the Multi-Agency Safeguarding Hub (MASH) on 023 8083 3336. If a child is in immediate danger ring 999.**For further information on Southampton’s MASH, please visit: <http://www.southampton.gov.uk/health-social-care/children/child-social-care/multi-agency-safeguarding-hub.aspx>

Please return completed forms via email to [Child.Employment@Southampton.gov.uk](mailto:Child.Employment@Southampton.gov.uk) or by post to   
Child Employment and Performance Office

1st Floor, North Block

Civic Centre

Southampton

SO14 7LY**Privacy statement**

Southampton City Council will ask you for information to carry out its investigation. Please leave the boxes blank if you wish to be kept anonymous. Your personal information will not be shared to any other party without your permission unless there is a significant concern about the child involved. We may also share it to prevent, investigate or prosecute criminal offences, or as the law otherwise allows. We may contact you if you provide your details should we have any queries or additional questions. Please complete the form to the best of your knowledge.

Our Privacy Policy (<http://www.southampton.gov.uk/privacy>) explains how we handle your personal data, and we can provide a copy if you are unable to access the Internet.

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| **Referrer Details** | |
| **Referrer Name:** | **Relation to child or employer:** |
| **Contact Number:** | **Email:** |
| **Date:** | **Signature:** |
| **Nature of concern and reason for referral.** Please give as much detail as possible about when, where and what the child was seen doing. Please provide as much detail as you can to enable us to carry out a thorough investigation. If you do not know the child’s name, please provide us with the date, time and location where they were seen, if possible, as well as the activity they were undertaking at the time. If this is a reoccurring event, please advise how regularly you have witnessed this with dates and times where possible. Outline any discussions that have been held with the employer or child with who and when. Consider - *Is an employer is employing children without a permit? Is a child working a lot of hours? Does the work seem unsafe / abnormal? Does the type of employment meet the byelaws? Is a child is being exploited? Do you have non-immediate concerns about the child’s safeguarding?* | |

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| **Employer Details** | |
| **Name of business/organisation:** | **Address of business/organisation:    Postcode:** |
| **Telephone:** | **Email:** |
| **Place of employment if different from above and nature of activities undertaken:** | |
| **Are you aware if they have Southampton City Council issued work permits, or have done previously? Please provide as much detail as possible:** | |
| **Do you have / have you seen any accompanying evidence of a child working, i.e. a post on social media?** | |

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| --- | --- | --- |
| **Child’s Details** | | |
| **Forename(s):** | | **Surname:** |
| **Date of birth: / /** | **Age:** | **Male Female** |
| **Address:**  **Postcode:** | | **Home telephone:** |
| **Email:** |
| **Name of school:   *Please note that a member of the Education Welfare Service may check with the child’s school if there are concerns to see if the child starting or already undertaking employment has negatively affected their education. Should there be concerns, the parent(s) or guardian(s) may be contacted to discuss attendance concerns.*** | | |
| **Additional details:** | | |

**Agencies involved with the child**If you are aware of any services involved with the child or family, please state below and what you are aware of the involvement. If unsure, please leave blank.

|  |  |
| --- | --- |
| Education Welfare Officer |  |
| Health Practitioner |  |
| Early Help Hub |  |
| Inclusion Services |  |
| Social Worker |  |
| Educational Psychologist |  |
| Special Education Needs and Disabilities |  |
| Youth Offending Service |  |
| Familly Matters |  |
| Edge of Care |  |
| Other, please detail |  |

**Guidance on the Employment of a Child  
  
MAXIMUM PERMITTED WORKING HOURS**

Employment may only take place between 7.00a.m – 7.00 p.m. irrespective of the day of week or school holidays.

**13 and 14 year olds**

**Term time - a** **MAXIMUM** of **12 hours per week only** is permitted during term time **within** the hours below   
  
Weekdays 1 hour before school and 1 hour after school **or:**

2 hours after school

Saturdays 5 hours daily

Sundays 2 hours only

**School Holidays -** A **MAXIMUM** of **25 hours per week only** is permitted during holidays **within** the hours below   
  
Weekdays 5 hours daily Saturdays 5 hours daily Sundays 2 hours only.

**15 – 16 year olds**

**Term time** - A **MAXIMUM** of **12 hours per week only** is permitted during term-time **within** the hours below

1 hour before school and 1 hour after school **or:**  
2 hours after school

Saturdays 8 hours daily

Sundays 2 hours daily

**School Holidays** - A **MAXIMUM** of **35 hours per week only** is permitted during holidays **within** the hours below   
  
Weekdays 8 hours daily   
Saturdays 8 hours daily   
Sundays 2 hours only

Any child employed shall have a rest break of not less than 1 hour following 4 hours of continuous employment.   
  
During the year they should have at least 2 consecutive weeks’ holidays, within the school holidays, that are free from employment.

**When can a child start working?**

The Local Authority must be notified within one week of the child being offered employment. Any child working without a required work permit is deemed to be employed illegally and therefore may not be covered by the employers insurance. Employers may be liable to prosecution by the Local Authority should you be deemed to be illegally employing a child.