



Bicester & District Gymnastics Club

# BDGC 017 – Child Working Policy

**Document Owner:** Chairman

**Document Approver:** Club Sec/Head Coach

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# 1. Purpose

This policy outlines the framework for employing children within Bicester & District Gymnastics Club, ensuring adherence to legal standards and promoting the safety, health, and development of young workers. By implementing this policy, Bicester & District Gymnastics Club demonstrates its commitment to the lawful and ethical employment of children, ensuring their safety, development, and well-being.

# 2. Scope

This Policy applies to:

All departments and individuals involved in the recruitment, management, and supervision of employees under the Minimum School Leaving Age (MSLA).

This includes but is not limited to Individuals employed by BDGC or indirectly, temporary workers, visitors, voluntary and agency workers, third parties. All information created or received in the course of BDGC business must be protected according to its sensitivity, criticality, and value, regardless of its form or location.

When multiple information procedures or policies are applicable to the same information, the stricter of the requirement must be enforced unless otherwise instructed by the Chairperson.

# 3. Policy

The Chairman is the owner of this document and is responsible for ensuring that this policy document is reviewed at appropriate intervals to satisfy stated review requirements.

## 3.1. Legal Compliance

- The club commits to complying with the Children and Young Persons Act 1933, the Education Act 1996, and the guidance provided by Oxfordshire County Council regarding child employment.
- For detailed guidance, please refer to the Oxfordshire County Council's official page on employing children.

## 3.2. Age Restrictions

- Children under 13 years of age will not be employed.
- Employment of children aged 13 to 16 will be strictly regulated in accordance with legal provisions.

### 3.3. Permissible Work

Children may be employed for light duties that do not interfere with their education, health, or development.

Prohibited roles include:

- Work in industrial settings.
- Roles involving exposure to harmful substances.
- Any work that may be detrimental to their well-being.

## 4. Working Hours

Adhering to the regulations:

- School Days: Maximum of 2 hours (1 hour before school and 1 hour after school).
- Saturdays:
  - Ages 13-14: Up to 5 hours.
  - Ages 15-16: Up to 8 hours.
- Sundays: Maximum of 2 hours.
- School Holidays:
  - Ages 13-14: Up to 5 hours per day, not exceeding 25 hours per week.
  - Ages 15-16: Up to 8 hours per day, not exceeding 35 hours per week.
- Work is only permitted between 7 am and 7 pm.
- Children must have at least two consecutive weeks free from work each year.

## 5. Work Permits

Prior to employment:

- A work permit application must be completed by the employer and approved by Oxfordshire County Council.
- A risk assessment must be conducted, shared with the child's parents or guardians, and submitted with the application form.
- The child's school must endorse the application.

## 6. Health and Safety

The club will ensure:

- A safe working environment in compliance with health and safety regulations.
- Provision of appropriate training and supervision for child employees.
- Regular risk assessments to identify and mitigate potential hazards.

## 7. Supervision and Welfare

Child employees will be:

- Assigned a supervisor responsible for their guidance and welfare.
- Provided with clear instructions and support to perform their duties safely.

## 8. Record Keeping

The club will maintain accurate records of:

- Work permits.
- Risk assessments.
- Working hours.
- Health and safety training provided to child employees.

## 9. Compliance and Disciplinary Procedure

Any breach of this policy will be taken seriously and may lead to disciplinary action. In serious cases this could include summary dismissal under our disciplinary procedure. Any breach of this policy must be handled in accordance with all other relevant company policies within BDGC.

## 10. Monitoring Compliance

The adoption of this policy is subject to monitoring and auditing. The outcomes from these reviews will inform and improve practices as part of BDGC's commitment to continual improvement.

## 11. Review

This Policy will be reviewed at least annually.

## 12. Amendment and Termination

This Policy can be amended, replaced, or terminated at any time at the sole discretion of BDGC. If you have any questions about whether you are reviewing the latest Policy, please confirm with the Owner of this document identified below.

## Document Controls

Category	Description
<b>Document Owner</b>	BDGC Chairman
<b>Status (Draft, Published, Retired)</b>	Published

## History

Revision #	Change Description	Author Initials	Date
1.0	Document Conception	PK	30/01/25