

Employment of children and young people Checklist

This checklist is intended for employers and employees under the age of 18 to help them determine if they need to apply for an exemption through the Children, Youth and Families office of the ACT Community Services Directorate.

This checklist is intended to be used alongside the Children and Young People (Employment) Standards 2011 (No 1) and the Children and Young People (High Risk Employment) Declaration 2009 (No 1).

Children and young people under the age of 18				
1.	Are you/the young worker under 17 years of age? And do/will your hours of work interfere with your education?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please contact the Children, Youth and Families office via cscopyoungworkers@act.gov.au or call on 02 6205 0480.
2.	Could the employment harm your/the child or young person's health, safety, personal or social development (including sexual or financial exploitation)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please contact the Children, Youth and Families office via cscopyoungworkers@act.gov.au or call on 02 6205 0480.
If you are under the age of 15, please fill this out with your parent or guardian.				
3.	Have you given your consent? (Do you want to do the work?)	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
4.	Has the parent or guardian provided consent?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, the Parental Consent Form can be used, you will need to get your employer to fill this out as well.
5.	Is there adequate supervision when the young person is at work? Adequate supervision is defined as: 5.1 Employers must ensure you are provided with adequate and reasonable supervision by a responsible adult, having regard to your age and capacity. 5.2 If you are under 12 years of age you must be directly supervised by a parent / guardian or by a responsible adult approved by a parent / guardian.	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, please contact the Children, Youth and Families office via cscopyoungworkers@act.gov.au or call on 02 6205 0480.

Children and young people under the age of 15

	<p>5.3 Consideration should be given to the suitability of the adult supervising you, if the supervisor is not your parent / guardian.</p> <p>5.4 If you are under 15 years of age you may engage in door to door sales only if you are a parent / guardian or a responsible adult approved by a parent / guardian comes with you</p> <p>5.5 If you are under 15 years of age you cannot be employed in outdoor work outside of daylight hours (e.g. pamphlet delivery, sports refereeing) unless you are directly supervised by a parent / guardian or directly supervised by a responsible adult approved by a parent / guardian.</p>			
6.	Is the work for more than 10 hours a week?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please contact the Children, Youth and Families office via cscyfyouneworkers@act.gov.au or call on 02 6205 0480.
7.	Is the person younger than 12 and employed more than four hours a day?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please contact the Children, Youth and Families office via cscyfyouneworkers@act.gov.au or call on 02 6205 0480.
8.	Is the young person between 12 and not yet 15 years and employed more than six hours a day?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please contact the Children, Youth and Families office via cscyfyouneworkers@act.gov.au or call on 02 6205 0480.
9.	<p>Is the work considered high risk? High risk employment involves any of the following:</p> <ul style="list-style-type: none"> a) use of dangerous machinery b) use of dangerous substances (as defined in the Dangerous Substances Act 2004) c) handling harsh or toxic chemicals d) high elevation work e) service of alcohol f) gaming or gambling service g) nudity and display of genitals h) working with extreme temperatures i) heavy construction and excavation work 	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, please contact the Children, Youth and Families office via cscyfyouneworkers@act.gov.au or call on 02 6205 0480.

This document has been prepared by the ACT Community Services Directorate.