Parent's consent form for a school-aged or young child

Authorising Law: *Child Employment Act 2006*, section 10
Purpose: Parent's consent form
Form Number: CE1
Version: 5

This form is to be completed by a parent or guardian of the child.

If a child does not have a parent or guardian, they may seek authorisation to work by applying for a Special Circumstances Certificate.

For enquiries regarding this consent form call (07) 3406 9999.

Introduction

The *Child Employment Act 2006* and the *Child Employment Regulation 2016* define specific restrictions on work that can be performed by school-aged or young children. Parental consent is required for a school-aged or young child to work. The restrictions and requirements for parents' consent do not apply to a child who is not a school-aged or young child.

In this form, a parent is required to give consent to their child working within the restrictions set by the legislation and provides information about when their child is required to be at school. Once the form is completed and signed, it must be given to the child's employer or prospective employer to keep on file. It is recommended parents also keep a copy of the form.

It is an offence under the legislation for an employer to require or permit a school-aged or young child to perform work unless they have a parent's consent form for the child. It is also an offence for an employer to require or permit a school-aged or young child to perform work when the child is required to attend school.

It is an offence under the *Education (General Provisions) Act 2006* for a parent to allow their child to work when they are required to be at school.

This parent's consent form is only applicable to employment with the employer mentioned in this form. The legislation requires that a parent must keep the information in this form up to date by completing a new form and giving it to the child's employer within 14 days of the parent becoming aware of any change in their child's school hours.

Records to be kept

An employer must keep a copy of the parent's consent form at the employer's place of business for two years after the last day the child worked for the employer.

Privacy Statement

The information provided on this form is collected to conform with the requirements of the Child Employment Act 2006 and the Child Employment Regulation 2016.
The employer may be required to disclose the information contained in this form to Officers of the Office of Industrial Relations to ensure compliance with the legislation.
Please contact the employer named in this form for information of their privacy policy.

Parent or Guardian responsible for child

(see additional information under heading 'Persons appropriate to provide parental consent')

Given name/s		Surname				
Relationship to child						
Address			State		Postcode	
Telephone contact number/s						
Email						

Nominated contact person – Please provide details of another person who may be contacted by the child or the child's employer if the child's parent or guardian cannot be contacted.

Name of nominated contact person					
Address		State		Postcode	
Telephone contact number/s					
Email					

Child to be employed

Given name/s			Surname			
Date of birth		Age		Year level at school		
Name of nominated contact person						
Address (if different from address listed above)			State		Postcode	
Telephone contact number/s						
Email						

Education arrangements

Name of school or education provider			
Contact person		Position held	
Telephone contact number/s			
Email			

Hours your child is required to attend school

Provide the hours *(i.e. start and finish times)* your child is required to attend school including any hours the child is required to participate in an external or distance education program under the *Education (General Provisions) Act 2006.*

Please include details of on-set tutoring or any arrangement with the school the child attends.

The times stated below apply during school terms and exclude public holidays and pupil free days.

	Monday	Tuesday	Wednesday	Thursday	Friday
Start					
Finish					

Do the school holidays or pupil free school days differ from the standard arrangements for Queensland state schools?	Yes ☐	No ☐
If yes, provide details		

If a flexible schooling arrangement is in place, please advise if a condition has been imposed requiring the child to be tutored by an appropriately qualified teacher? *(please tick)*

Yes	☐	No	☐

Employer details

General employment (other than entertainment industry) ☐

Live entertainment ☐ Recorded entertainment ☐

Employer name/legal name						
Trading/business name						
Name of production (for entertainment industry)						
Contact person		Position held				
Address		State		Postcode		
Telephone contact number/s						
Email						

Any other employment

In addition to the employer named above, please provide details of any other employer of the child and the number of hours worked per day for this employer.

Employer name/legal name					
Trading/business name					
Address		State		Postcode	
Telephone contact number/s					
Email					

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Parent's consent

I *(full name of parent)*		
of *(address)*		
give my permission for *(full name of child)*		
to work for *(name of employer)*		
Signature	☐	I acknowledge Queensland Laws will accept this communication as containing my signature within the meaning of the *Electronic Transactions (Queensland) Act 2001*. ***Note:*** *Acknowledgement must be made before the form can be lodged.*
Date signed		

Persons appropriate to provide parental consent - A parent is the child's mother, father or another person who exercises parental control over the child. A person temporarily standing in the place of the parent is not considered to be a parent.

Where the child is an Aboriginal or a Torres Strait Islander, a parent includes a person who is regarded as a parent of the child under Aboriginal tradition or Island custom.

Where a person has been granted guardianship under the *Child Protection Act 1999* or where a person has been granted parental responsibility through a decision of a Federal or State Court then that person is considered the parent of the child.

School-aged child - A school-aged child is a child who is under 16 years and required to be enrolled at a school. A child who is below the age of 16 years is not a school-aged child if the child has completed compulsory schooling (i.e. completion of year 10) or is for any other reason not required to be enrolled at a school.

Young child - A young child is a child who is not old enough to be enrolled for compulsory schooling.

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Queensland Government