



## **Teen-Turn Protection of Young Persons in Employment Guidelines**

Teen-Turn will make certain that the work placements are compliant with all requirements of the Protection of Young Persons (Employment) Act 1996.

Teen-Turn will provide hosting companies the following materials to ensure compliance with state employment, safety, and child protection requirements:

- Employer Code of Practice
- Safety Code of Practice
- Mentors' Code of Conduct
- Parental/Guardian Consent on Using Images
- Summary of the provisions of the Protection of Young Persons (Employment) Act, 1996
- Signed Copy of Employee Code of Conduct
- Signed Copy of Parent/Guardian Permission
- Signed Copy of Evidence of Age
- Signed Copy of School Confirmation of Participant Recommendation

To participate, host companies must detail the work placement in a Statement of the Terms of the Employment, assign an individual to manage the work placement and appoint an employee to protect and prevent risks to the safety, health and welfare of participants by complying with Teen-Turn's outlined Employer Code of Practice, Safety Code of Practice, Mentor Code of Conduct and Parental/Guardian Consent on Using Images.

Teen-Turn will only work with companies that are fully compliant with current workplace Health and Safety and all other legal requirements including the Code of Practice on Sexual Harassment and Harassment at Work ([www.equality.ie/index.asp?locID=108&docID=-1](http://www.equality.ie/index.asp?locID=108&docID=-1))

Teen-Turn will supply written copies of: i) a summary of the provisions of the Protection of Young Persons (Employment) Act, 1996; ii) a copy of any relevant Collective Agreement or Employment Regulation Order; iii) an Employee Code of Conduct; iv) the written permission of the parent or guardian of the young person or child employee; and v) a satisfactory evidence of age of the young person or child employee.

Teen-Turn will ensure hosting companies keep a register of the following details in relation to every employee aged under 18: i) full name; ii) date of birth; iii) starting and finishing times for work; and iv) wage rate (if any) and total wages paid to each employee.



Every employer who has employees aged under 18 must display the official summary (abstract) of the Protection of Young Persons (Employment) Act, 1996 at the work place where it can easily be read. Teen-Turn will distribute the official summary of the Act to employers.

Teen-Turn will ensure that the provisions of the Protection of Young Persons (Employment) Act, 1996, are complied with in relation to the employment of the young persons, with particular regard to hours of work, breaks and finishing times.

Employers may take on under 16s only:

- during the school holidays
- as part of a work experience or educational programme.

Maximum Weekly Working Hours for under 16s:

- work experience hours are a maximum 8 hours a day or 40 hours a week
- where the maximum week is 35 hours, the maximum day is 7 hours.

Rest Breaks and Finishing Times for under 16s:

- half hour rest break after 4 hours work
- may not be required to work before 8 a.m. in the morning or after 8 p.m. at night.

The provisions of the Organisation of Working Time Act, 1997, will be complied with, with particular regard to public holiday entitlement and Bank Holidays.

Teen-Turn will also ensure hosting companies undertake the risk assessments required under the Safety, Health and Welfare at Work Act, 1989, taking into account the particular needs of young persons in employment, with particular regard to the Safety, Health and Welfare at Work (Children and Young Persons) Regulations, 1998.

The assessments are as follows—that the employer ensures that any risks to the safety and health of a child or young person or to their development are assessed, taking into account the increased risk arising from the child's or young person's lack of maturity and experience in identifying risks to their own safety and health and, specifically, that any exposure to physical, biological and chemical agents or certain processes is avoided.



Teen-Turn will only work with hosting companies where the child or young person is NOT put at risk because the work: is overly physical; may psychologically affect them; exposes them to any agent, such as toxins, carcinogens or radiation; places them at undue risk of accidents because of their inexperience; or exposes them to risk of extreme heat, cold, noise or vibration.

To comply with Regulation, Teen-Turn requires that host companies appoint a competent person, in the employer's employment, to ensure the protection from and the prevention of risks to the safety, health and welfare of young persons or children.

The employer's safety appointee will sign the Safety Statement and take account of the following when carrying out a risk assessment:

- the fitting-out and the layout of the place of work and of the workstation,
- the nature, degree and exposure to any physical, chemical or biological agent at the place of work,
- the form, range and use of work equipment, in particular agents, machines, apparatus and devices, and the way in which they are handled,
- the arrangement of work processes and of work operations at the place of work and of the way in which these may be organised in combination for the purposes of carrying out work,
- the training, instruction and level of supervision provided to a child or young person at the place of work.

The employer's safety appointee is required to inform the child or young person of any risks identified by the risk assessment and of any control measures to prevent and protect the young person or child from any risk. In the case of a child, the employer's appointee is also required to inform Teen-Turn in order to advise the parent or guardian.

Lastly, per communications policies, without parental/guardian permission for a participant's photo/image to be republished, no host company will use that child's or young person's image.