BBC CHILDREN'S WORKING HOURS RECORD - WALES

CHILD Licence checked by		AGE	
CHAPERONE Licence checked by		Child's LOCAL AUTHORITY	
SERIES/EPISODE		DATE	

ARRIVED ON SITE		MAKE UP	
COSTUME		WRAPPED	
BBC CAR PROVIDED?		TOTAL TIME ON SITE	

PLEASE ENSURE CHILD IS WRAPPED WITH ENOUGH TIME TO GET OUT OF COSTUME AND LEAVE SITE BEFORE THEY REACH THEIR MAXIMUM PERMITTED TIME ON SITE

BREAKS REQUIRED AS PER TOTAL TIME ON SITE (Please circle if appropriate)	2 INTERVALS: 1 X 45 minutes & 1 X 15 minutes	3 INTERVALS: 1 x 45 minutes AND 2 X 15 MINUTES

MEAL BREAK NOTE	IF A CHILD IS ON SITE LONG ENOUGH TO REQUIRE A MEAL BREAK BUT IS THEN RELEASED, PLEASE CIRCLE ARRANGEMENT AGREED WITH CHAPERONE		
Meal on site before leaving	Return home for meal	Return to school in time for lunch break	Other (please detail on separate sheet)

Ep & Sc Tutoring / Break	TIME START	TIME FINISH	DURATION	ACCUMULATED DURATION
			Cont…	
ACCUMULATED DURATION OF PERFORMANCE				

Timesheet completed by:		Timesheet Approved by	

Ep & Sc/ Tutoring / Break	TIME START	TIME FINISH	DURATION
ACCUMULATED DURATION OF PERFORMANCE			

AGE	Number of hours permitted at place of performance or rehearsal	Maximum period of continuous performance or rehearsal	Maximum total number of hours performance or rehearsal	Earliest start and latest finish times	Minimum duration of breaks	Minimum number of hours education on school days if being tutored*
Birth until child reaches 5**	5 hrs	30 mins	2 hrs	Start 07.00 Finish 22.00	15 minutes 45 minutes for a meal (if present for 4 continuous hours)	N/A
From 5 until child reaches 9 years	8 hrs	2.5 hrs	3 hrs	Start 07.00	When present for 4 to 8 hours: 45 minute meal break 15 minute break PLUS An additional 15 minutes if present for 8 hours or more.	3 hrs
From 9 until child reaches school leaving age	9.5 hrs	2.5 hrs	5 hrs	Finish 23.00		

Tuition hours may be aggregated over a four week period unless the child is engaged for less than four weeks then they should receive at least 6 hours tuition per week and no more than 5 hours in any one day. No child may work more than 5 days within a 7 day period.
When on a break the child should be off-set or away from the location. All breaks must be recorded on this document
This form must be completed by the chaperone with a separate copy kept by the designated production person. Senior production person should check forms and sign off at end of working day