

## Guidelines for employing your nanny/ mothers help

### Checklist of things you need to do....

- Review Childcare Unlimited Terms and Conditions
- Discuss your requirements with Childcare Unlimited
- Where a Nanny Share is planned, liaise with the other family
- Prepare Job Description - including weekly timetable of important events
- Plan applicant's interviews
- Contact referees
- Consider additional security checks
- Complete Contract of Employment
- Contact Employers Section of the Inland Revenue
- Amend Motor Insurance Policy
- Write letter of authority to carer for administering medicines to your children

The following guidelines do not go into great detail, as we do not want to go overboard. However should you require more information on any of the subjects below, please do not hesitate to call Adèle at Childcare Unlimited on 020 8466 7658 or email [adele@childcareunlimited.co.uk](mailto:adele@childcareunlimited.co.uk) We have information on many subjects including Inland Revenue procedures for Tax and N.I. payments, preparing a job description, conducting interviews, preparing a contract of employment and basic employment regulations.

### Your Nanny's Responsibilities.....

Your nanny, whether qualified or knowledgeable through practical experience, will need his/her responsibilities clearly defined. Most nannies are happy to have sole charge of the children in their care and to carry out Nursery Duties. Many nannies will prepare a weekly timetable and maintain a record of cash spent on activities during the course of each week.

Additional responsibilities such as light housework, other than that required in the day to day care of your children, and the inclusion of occasional babysitting will need to be negotiated at the interview and agreement reached prior to the engagement of the nanny.

We recommend you prepare a job description so applicants can obtain a clear picture of the position you have to offer and the nanny you employ has a point of reference of your requirements of him/her.

### Your Nanny's Hours.....

Although these will be set by individual arrangement nannies generally work the following hours: Daily nannies - normally work 10 hours per day and have their weekends free. Evening babysitting is usually negotiated separately.

Live in nannies - normally work 10 to 12 hours per day with weekends free and will often baby-sit for 2 nights a week.

### Your Nanny's Salary.....

Pay varies depending on a variety of factors. These include whether the position is for a daily or live-in nanny, the hours you require your nanny to work, the age, experience and qualifications of an applicant and whether he/she will have sole charge of your children.

Nannies expect to earn between £50.00 and £80.00 a day net, taking home between £250 and £400 a week. They tend to refer to this net figure when discussing their salary. Their tax and National Insurance contributions are to be paid by the employer.

Salary, including details of tax, N. I., and the date and method of payment must be agreed between you and your nanny prior to the job commencing.

### Your Nanny's Annual holiday.....

Nannies are legally entitled to four weeks paid holiday a year. Bank holidays are usually included as additional paid holiday but this is not a legal requirement.

### **Your Nanny's Notice period.....**

We recommended that it be agreed that either party will give a minimum of 2 weeks notice should one or other wish to terminate the arrangement. In exceptional circumstances wages may be given in lieu of notice.

### **Security checks.....**

Once you have offered employment to a nanny we are happy to carry out further safety checks at your request. You would be within your rights to offer a position to an applicant subject to the results of further checks. Previous Police records of convictions, cautions, reprimands and warnings, DfES List 99 and the Department of Health Protection of Children Act list checks are now administered by the Criminal Records Bureau (CRB). The CRB carries out three levels of Disclosure, Basic, Standard and Enhanced. We are registered with the CRB to obtain the most stringent of their checks, the Enhanced Disclosure. The procedure will take approximately 3 weeks and requires the job applicant's permission. Checks will incur a charge per Disclosure. Please contact us for further details.

Health verification reports can be obtained from an applicant's doctor. Costs can vary from £10 to £50 approx. depending on different surgery's charges. Whilst we are happy to obtain the information on your behalf the charges will need to be met by the employer.

Please note the above checks do not act as a guarantee. Parents must satisfy themselves as to the suitability of the applicant and are strongly advised to check references verbally.

### **Preparing a Contract of Employment.....**

It is a legal requirement for all employers to provide a written statement of Terms and Conditions of employment, within two months of their employee starting work. The document should clearly state the names of the employer and employee, what the job involves and where and when it is to be carried out. There must also be details of the hours, salary, holiday entitlement, sickness policy, disciplinary procedure, notice period and dismissal procedure. Our standard contract of employment, which is available to you, will satisfy the law and should help you and your nanny avoid future misunderstandings.

### **Childcare Unlimited Fees.....**

No registration fee is required and fees payable to Childcare Unlimited are not subject to VAT. The amount due will be as per our current scale of fees on the date your Nanny accepts your offer of employment. Please see our current charges attached to back of the Terms and Conditions accompanying this information.

Childcare Unlimited will invoice you when your chosen nanny has accepted your offer of employment. Agency fees are payable within 7 days of the date of invoice. Payment can be made by sending us a cheque, made payable to Childcare Unlimited or by credit and debit card. Please note that late payment will be subject to a surcharge of 16% of the total invoice and will void our guarantee and refund policy.

### **Nanny Shares.....**

If you have arranged a nanny share with a suitable family in your area, your nanny will need her responsibilities to each family clearly defined. The success of such an arrangement will depend on the flexibility of both families and the maintaining of regular communication between the respective families and their nanny. The nanny must have a written contract from each family.

### **Medicines.....**

Should the need arise for your nanny to administer medicines to your children please ensure you leave him/her written instructions. You should clearly state the name of the child who requires the medication, the name of the medicine, when it is to be given and the amount to be given. All such written instructions should be signed by you and dated.

### **We trust the above information.....**

proves to be of assistance to you. We hope our suggestions help you and your Nanny lay the foundations for a very happy relationship now and in the months ahead.