

Nanny Services Details

Pre-Contract Services

Safer Recruitment

The Agency is run by experienced childcarers who own and operate nursery schools throughout London. This experience and expertise in staff vetting procedures mean that Employers will benefit from amongst the most robust safer recruitment procedures in childcare, in line with Ofsted's requirements set out in the Early Years Statutory Framework and safeguarding guidance for early years care. These measures include candidates having to submit a full list of checks prior to placement:

- **Application Form**
 - **Health Declaration**
 - **Self Declaration** (RE disqualification by association)
 - **Full Interview** – based on the needs of the client and the Agency's own knowledge of childcare
 - **2 X Written References** – from previous Employers, taken and vetted by ourselves
 - **2 X proof of residence** – official documentation taken from the previous 3 months from banks, local authorities or other utility companies that may attest to the residence of the Candidate
 - **2 X Proof of ID** – we take 2 copies of photographic I.D from official sources: passport, driving license with birth certificate or other such warranty
 - **Enhanced DBS & update service application** - We do arrange enhanced DBS and paediatric first aid courses for our successfully placed candidates if the certificates they hold in both are over a year old. However, we are unable to accelerate the enhanced DBS return once we have submitted it and it is in progress. In these circumstances (if the nanny's start date is before it is returned) we will run a List 99 pre-employment check which will be back before they start. If we are unable to arrange for the nanny to do a paediatric first aid course before the start date we will ensure that it is booked for as soon as possible after the start date. These are six hour courses that are Ofsted recognised.
- The Agency will generate a job description to best promote the nature and terms of the work outlined by the Employer during registration and a follow up consultation to secure candidate applicants for the Employer to interview.

Placement Promotion

The Agency will generate a job description to best promote the nature and terms of the work outlined by the Employer during registration and a follow up consultation to secure candidate applicants for the Employer to interview.



Temporary Nanny Services

1. **Source & Supply:** The Agency provides Clients with safer recruited candidates that best fit their requirements for interview and nannying services at their home.
2. **Job Description Draft:** aiding the client with the development of a clear and concise job description for the Nanny to deliver upon
3. **Interview Scheduling:** The Agency will schedule interviews between the Employer and Candidate, providing Employers with standard interview templates to assess individual candidate's capabilities for the role
4. **Systems Support:** Nannies will have access to the Agency's developmental tracking system, EY Log to provide parents with:
 - a. Digital Daily diaries of what the children have done with their day.
 - b. Formative Assessment - daily planning, observations and assessments of the children's development across the 7 areas of the EYFS.
 - c. Accidents & Injury forms - should the children have an accident, all reporting is done on the same system, EY Log, with forms and reports shared.
 - d. Online / digital classroom participation - nannies will get access to the Agency's online classroom schedule.
 - e. Resource packs - access to our own printable resource guides and activity packs for children's activities throughout the day.
5. **Replacement Candidates:** To provide Employers with replacement candidates should the Nanny be on holiday or off sick - clients may not receive the same level candidate in urgent cases but a temporary solution will be found until a comparable candidate can be placed longer term, should the preferred candidate be absent for an extended period

Clients Responsibilities

- To provide hand sanitiser, disposable gloves and waste bags for nappies.
- To provide a colour printer and access to laptop for the printing of materials.
- To provide a tablet device for nannies to access the developmental tracking systems of the Agency.
- To provide learning materials - pens, crayons and mixed media and / or agreement to procure more materials in line with the planning outlined by nanny.



Permanent Nanny Services

1. **Source & Supply:** The Agency provides Clients with safer recruited candidates that best fit their requirements for interview and nanny services at their home.
2. **Interview scheduling:** The Agency will schedule interviews between the Employer and Candidate, providing Employers with standard interview templates to assess individual candidate's capabilities for the role.
3. **Employment Contract Templates:** Post confirmation of preferred candidate, the Agency will issue draft employment contracts based on agreed working principles to both parties for completion via PandaDoc, subject to both parties securing their insurance.
4. **Insurance:** Advice and guidance on employers insurance for the Employer and personal indemnity for the Candidate.
5. **Replacement Candidates:** To provide Employers with replacement candidates should the Nanny be on holiday.
6. **Payroll Services:** paying the Candidate / nanny their monthly salary and all Employer and Employee National Insurance and pension obligations for a 20% administrative surcharge.
7. **Statutory Holiday & Sick Pay:** to calculate and pay any statutory provisions within the contract, including holiday and sick pay provisions

Convenants

The Employer shall notify the Agency immediately should it choose to engage a Candidate introduced or supplied by the Agency. As a result of such engagement, the Employer agrees to pay a placement fee in accordance with the Agency's Fee Structure.

The introduction of a Candidate to an Employer by the Agency, directly or indirectly, is confidential and such introductions are made individually. If the Employer or a member of the Employer's staff or any acquaintance or associate of the Employer, passes on an introduction to any other person or persons within six months of the Candidate's introduction to the Employer by the Agency, resulting in the engagement of the Candidate, the Employer shall be liable for payment of the full fee in accordance with the the Agency's Fee Structure for permanent placements.

Whilst measures are stringent and all candidates will be required to both secure a DBS and sign to the update service to ensure automatic checks are made on an on-going basis, we cannot guarantee the suitability of any candidate introduced by the Agency to the Employer. Suitability includes, but is not limited to, a Candidate's character, honesty, reliability or professional capacity. The Agency accepts no liability for any loss, damage, expense or compensation suffered or incurred of any nature by the Employer, arising directly or indirectly from an act or omission by any Candidate introduced to the Employer by the Agency.

