

# The Parent & Child Nanny Agency



## Parent Information Pack



The Parent & Child Nanny Agency provides  
Police Checked and Security cleared (CRB) childcarers only.

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## Welcome

Welcome to the Parent & Child Nanny Agency.

This guide has been created to inform you of all steps you will need to follow during your search and decision to recruit a Nanny through The Parent & Child Nanny Agency.

Now you have registered with The Parent & Nanny Agency, we will process your requirements and suitably advertise and promote your position to gather interest from suitable Nannies'.

Through our thorough screening and careful selection process we aim to introduce only suitable applicants who fit your criteria and are fully informed of the position beforehand saving you from unnecessarily wasting precious time interviewing unsuitable candidates.

You can rest assured that our Nannies tick the following boxes:

- ☆ Personally interviewed by The Parent & Child Nanny Agency
- ☆ Security and identification checks
- ☆ Verification of original documentation
- ☆ Hold a DBS enhanced disclosure
- ☆ Hold or are booked on to a first aid course
- ☆ References checked

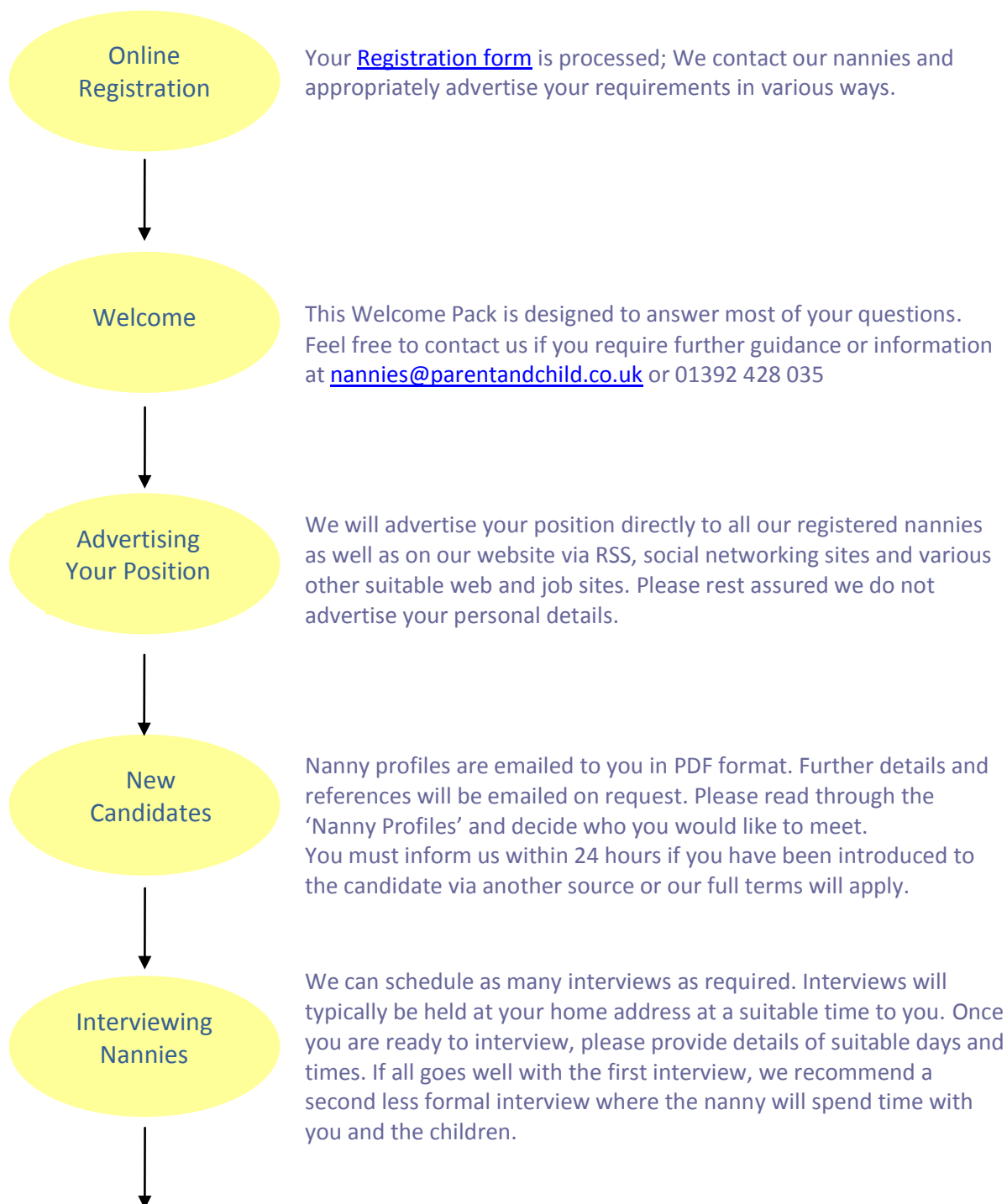
We ensure all our child carers are capable, conscientious, reliable and self motivated individuals with a true love and commitment to their work as child carers. We only place childcares who have declared themselves as non smokers at the point of registering.

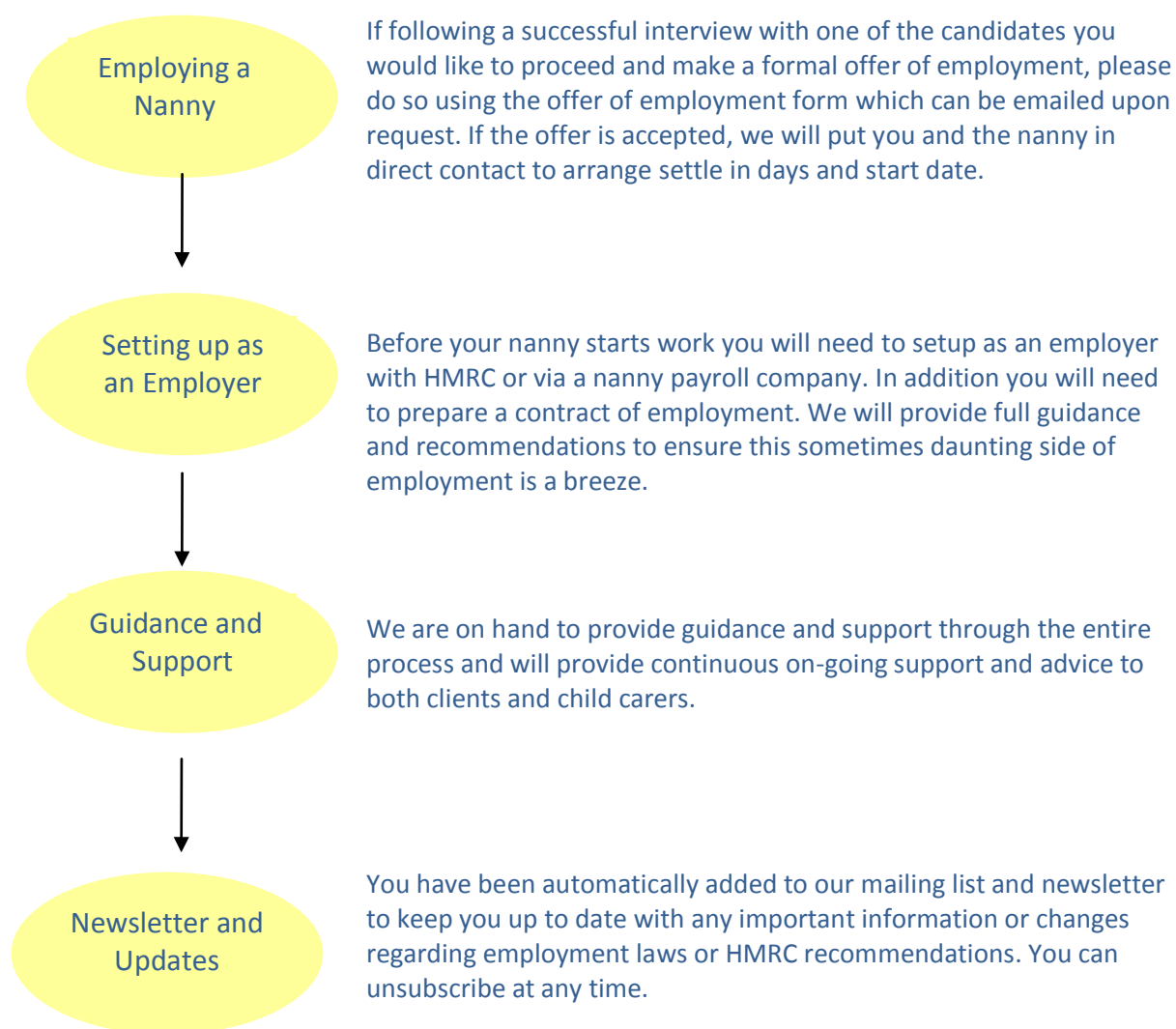
Please save [nannies@parentandchild.co.uk](mailto:nannies@parentandchild.co.uk) in your email address book to ensure you receive all of our correspondence and ensure you have the latest addition of [Adobe](#) so you can view our nanny profiles.

On completion of our online registration form you will have agreed to our [Terms & Conditions](#). Please ensure you have read through these and are fully informed of our terms and fee structure.

## The Nanny Finding Process

The Parent & Child Nanny Agency are an environmentally conscious company, who aim to reduce impact on the environment to a minimum by making full use of technology and the advances of the internet and email. Our nanny finding process is therefore mainly electronic and rarely makes the use of paper. View the main steps below:





## Employers Legal Obligations

If you employ a nanny in the UK you have the same legal responsibilities as a commercial employer and the law requires you to:

- **Register as an employer:** You can do this yourself [Online](#) or via a nanny payroll company who will do this on your behalf and provide you with the necessary unique tax payer references.
- **Set up and operate a PAYE (Pay As You Earn) scheme on your nanny's behalf:** a [Nanny Payroll Company](#) will set this up.
- **Keep tax records on your nannies behalf** (a nanny payroll company will do this)
- **Provide your nanny with regular payslips:** a nanny payroll company will issue these
- **Provide your nanny with a [Contract of Employment](#):** Drawing up a contract at the beginning of the employment relationship can save lots of problems later on. It is important to spend time thinking about what to expect from your childcare so that you can set out all the terms in writing thus avoiding any confusion between the parties. It is much easier to sort this out at the start than to try and add duties and house rules later on when they might be resented.
- **Pay regular income tax and National Insurance Contributions:** You can do this using a Nanny Payroll company who will set up PAYE (pay as you earn) on your nannies behalf.
- **Pay employer's National Insurance Contributions:** If registered with a Nanny Payroll Company, they will provide full details on how, when and how much to pay.
- **Submit a Full Payment Submission (FPS) to HMRC** every time you pay your nanny and an Employer's Payment Submission for months where you do not. If registered with a Nanny Payroll Company, they will provide full details

These obligations apply to any employment lasting longer than one week.

90% of our clients use our [Nanny Payroll recommendation](#) who come highly recommended.

## Nanny Salary Guide

Always agree a gross salary amount. If you agree a fixed net wage you are committing yourself to paying all of your employee's income tax and NI to make up their gross wage, irrespective of their individual tax code or tax position.

In the south west, salaries currently recommended are as follows:

- **School Run Nanny:** Salary Guide: £12-£14 Gross per hour
- **Part Time Daily Nanny:** Salary Guide: £11 - £12 Gross per hour.
- **Full Time Daily Nanny:** Salary Guide: £10.00 - £12 Gross per hour.
- **Full Time Week day Live-in Nanny:** Salary Guide: £9.00 - £12.00 Gross per hour
- **Full Time Permanent Live-in Nanny:** Salary Guide: £350 - £550 Gross per week
- **Nanny Share:** Salary Guide: £10.00 - £12.00 Gross per hour
- **Mothers/Fathers help:** Salary Guide: £9.00 - £12.00 Gross per hour
- **Nanny Housekeeper/PA:** Salary Guide: £350 - £550 Gross per week live-in / £9.00 - £12.00 Gross per hour live-out
- **Baby sitter:** Salary Guide: £8.50 per hour, + £1.50 per hour for additional ironing. If the sitter has a distance to travel it is sometimes agreed that a proportion of travel costs are reimbursed.
- **Maternity Nurse:** Salary Guide: £130 - £160 gross per 24 hours (singles), £160 - £180 Gross per 24 hours (multiples)
- **Maternity Nanny:** Salary Guide: £10 - £12.00 Gross per hour
- **Au-Pair:** Salary Guide: Au pair £70 per week (25 hours) / Au pair plus £90 per week (35 hours)
- **Mobile Crèche:** Costs vary: £60.00 per hour = up to 10 children

This is a guide based on previous placements. We have agreed salaries below and above the rates mentioned

### Current rates

These rates are for the National Living Wage and the National Minimum Wage. The rates change every April.

Year	25 and over	21 to 24	18 to 20	Under 18	Apprentice
October 2016 (current rate)	£7.20	£6.95	£5.55	£4.00	£3.40
April 2017	£7.50	£7.05	£5.60	£4.05	£3.50

A useful tool: Net to Gross Tax Calculator: [CLICK HERE](#)

## Help Towards Childcare Costs

Parents who employ an Ofsted registered nanny may be able to receive some financial contributions towards their childcare costs. There are two types of financial support available: employer-supported childcare vouchers and working tax credits.

Before April 2012, parents could usually qualify for tax credits if their total, combined family income did not exceed £41,300 per year. Since 6th April 2012, the income limit is lower for most families and now depends on their individual circumstances, such as how many children they have, whether they pay for registered/ approved childcare or if a parent or child has a disability. As a rough guide, HMRC have quoted that a family will most likely qualify for tax credits if their total, combined annual income does not exceed £26,000 if they have 1 child and £32,200 for 2 children. As mentioned this is a rough guide. For more information about tax credits, please contact HMRC's Tax Credit Helpline, tel: 0345 300 3900.

## Interviewing Nannies

Once you have selected nannies for interview we can schedule interviews at home, at your workplace or on neutral grounds.

We recommend a block schedule of interviews with several candidates over several hours and allowing 45 minutes for each interview. We recommend where possible initial interviews are held at a time when your children are not present allowing both parents and nanny to focus fully on the interview and questions. Following the initial formal interview it is likely you will have created a shortlist, we recommend a second less formal interview where the nanny will also meet and interact with the children.

Some parents prefer to have just one interview where the nanny meets the whole family at the family home. We can work with you in organising a structure of interviews to suit you.

When confirming interviews between nannies and parents, we supply the nanny with a job description, your home address or interview location, and telephone number should the nanny require directions, be delayed or need to cancel at short notice.

The nanny will arrive at the scheduled time with a folder of documents for you to view at the interview along with a form of photo identification which can be presented upon arrival.

### Interview Steps:

1. When the nanny arrives for the interview ask to see a form of photo identification for peace of mind.
2. Introduce the nanny to your family and children (if present at the interview)
3. Where possible, provide a full written job description (including pay, hours, duties and requirements). Talk through your requirements and expectations in detail and allow the nanny to ask questions.
4. Include and ask questions on the following subjects within your interview:
  - Education (the nannies, their understanding of and what they can offer)
  - Employment history (reason for termination of employment)
  - Ask about their family and background
  - Why they chose to become a nanny?
  - What are their qualities?
  - Ask them to highlight their strong and weak points
  - How would they or how you would like them to organise their day with your children?
  - What are their views on discipline?
  - Can they cook? (examples)
  - Have they had experience in weaning and potty training or any other specific area?
  - Do they have any dietary requirements or allergies?
  - Do they mind working alongside parents/relatives/animals?
  - What makes them the right nanny for the position you are offering?
  - Availability for overtime and babysitting (if this is a requirement)
  - Journey and travel distance (where they happy with the length of time it would take them to get to work)
5. Ask to see the nanny's folder of original documents and references. The Parent & Child Nanny Agency can provide copies of any document on request.

6. After the formal side of the interview give the nanny the opportunity to interact with the child/children (unless the children are not at the interview or you are planning a second interview specifically for this purpose)
7. If successful, invite the nanny back for a second more informal interview, a better chance to get to know the children and family and provide a contract for them to read through (see our specimen contract)



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Nurture Agency**  
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**Offer of employment**

This form is for use in making an offer through the Parent & Child Nurture Agency to an individual for a role  
permanently or for a period of time, subject to the individual being suitable and relevant to  
the position and the role.

<b>Offer of Employment Form</b>	
<b>Name:</b>	
(Please complete all details for both) (Please complete both names) <b>First Name(s):</b> <b>Children's Name(s):</b>	
<b>Children's Date of Birth:</b> (day, month, year) Is this a sole or shared charge position? <b>Location Address:</b> (please write down the full address)	
<b>Home Address:</b>	(please write) (If shared address, please write)
<b>Sole Charge:</b>	(please write) (If shared address, please write)
<b>Shared Charge:</b>	(please write) (If shared address, please write)
<b>Overnight offered:</b> (please write how long, if any, over night) <b>Overnight rate of pay:</b> (please write how long, if any) <b>Extra charge of pay:</b> (please write how long, if any)	
<b>Term:</b> (please write) or to the term date? <b>Term Date:</b>	
<b>Employment Details:</b> (please write position) (please write details of the role and responsibilities)	<b>Room in house:</b> (please write) (If shared address, please write) (If shared address, please write)
<b>Is use of car provided for work?</b> (please write details) <b>Term of the offer:</b> (please write) (If shared address, please write) (If shared address, please write)	
<b>Other comments:</b>	

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## Employers Checklist

1. **CONTRACT:** Ensure you have a CONTRACT ready for your nanny to sign either before or on the start date. We can provide a contract template on request.
2. **JOB DESCRIPTION:** create a job description providing details of your child/children's current requirements, school runs, playgroups and any other useful day to day information. If you require any housekeeping duties are sure to include these in the job description so there is no confusion at a later date. Nursery duties within a job description are typical for all nannies and include full care and cleaning/laundry/ironing/cooking for the children at all times. A job description guide is available on request.
3. **NANNY PAYROLL:** Register with a nanny payroll company. We recommend [WAY2PAYE](#), or provide your accountant with the necessary information needed to take care of your Nannies PAYE.
4. **EMPLOYERS' LIABILITY INSURANCE:** Under UK law parents are obliged to take out Employers' Liability insurance if they employ domestic staff such as a nanny, to work in their home. We recommend [MORTON MICHEL](#).
5. **CONTACT:** once you have received our formal introduction email, we recommend you make contact with your nanny to arrange settle in dates and sign the contracts. Always ensure each party is provided with a copy and each party signs each contract.
6. **NANNY SALARY:** most nannies are paid on the first of each month by BACS transfer and paid one month in arrears. We recommend you request your nannies payroll details so payments can be set up. If the nanny started work part way in to the month, your nanny Payroll Company or accountant will be able to advise on the first salary.
7. **NANNY DIARY:** we highly recommend the use of a nanny diary. Simply purchase a diary or suitable note book, in the inside cover write a list of all your contact and emergency contact details, any specialist information regarding your children/allergies/medication etc. and ask your nanny to keep a diary of each day's events. This is a great communication tool especially where handover times are limited. At the end of each day you can read about what your children have been doing, days out, achievements and important milestones. This is also an opportunity for you to write comments and suggestions or indeed request some particular chores or shopping.
8. **SPARE SET OF KEYS:** have a spare set of keys cut for your nanny with a key ring to attach to their own keys or necessary buggy/changing bag.
9. **ALARM:** Provide your nanny with any necessary alarm codes and procedures.
10. **HOME SAFETY:** Provide information on fire safety, extinguishers, window locks and safety gates around the home.
11. **KITTY:** Provide a purse with a small kitty, a notebook to document spending and a jar for receipts. Any deficit can be averaged out at the end of each month when salary and petrol costs are paid.

## Settle in Days

We recommend you have a few settle in days prior to your return to work. This may be on odd occasions in the run up to the start date or the week prior to the start of employment. During this period it is important to show your nanny the local area/playgroups/schools/parks as well as show them around your house and give details of how things work (i.e. oven/central heating/alarm systems...). You may like to take the opportunity to drive with the nanny in his/her car or the car you are providing and ensure the nanny is clear on safety belts and secure fitting of child safety seats.

During any settle in period we recommend you go through the following with your nanny:

- Give your nanny your list of personal and emergency telephone numbers
- Show your nanny where to locate the fire extinguishers, fire alarms and fire exits if any.
- Show your nanny where to locate the fuse box, alarm system and main water taps.
- Show how to use each appliance and children equipment they will be using (such as microwave oven and pushchairs)
- It is also a good idea to introduce the nanny to your neighbours.

## Start of Employment

We will stay in contact, particularly within the first few weeks of employment to ensure all is going well. We are available to provide support to both you and your nanny so please do not hesitate to contact us for support or advice no matter how far in to employment.

You will remain on our mailing list and newsletter list to receive information, updates and industry changes that may affect your employment. You can unsubscribe at any time.

## Contact us

We are open Monday – Thursday 10am – 4pm. We can call you out of hours and weekends on request.

The Parent & Child Nanny Agency  
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Devon  
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[www.parentandchildnannies.co.uk](http://www.parentandchildnannies.co.uk)

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