



Information Pack

About Nanny Talk

Nanny Talk has several offices, throughout the country. We help families to find the right childcare for their individual needs and specialise in the placement of nannies, night nannies, maternity nurses, Au Pairs and babysitters.

As part of our service we interview all of our nannies, check identity, employment history, references and criminal records thoroughly. This allows us to offer the highest quality of service, ensuring your peace of mind and the happiness and safety of your children.

Here at Nanny Talk we understand that parents need peace of mind and confidence in their childcare and we can provide advice and support to families and nannies on an on-going basis following placement.



Services

Daily Nanny

A daily full time or part time nanny will hold a sole-charge position, and work between 8-12 hours per day.

They can be expected:

- To provide a safe, secure and loving environment for your children.
- To promote and facilitate your child's happiness and all-round development i.e. physical, intellectual, language, emotional, social and spiritual.
- To provide play activities according to your child's age and abilities, this includes outings.
- To undertake the responsibility for the care of the children's rooms, laundry and toys.
- To provide your child with a well-balanced diet.
- To ensure that parents' guidelines and disciplinary rules are followed.

N.B. Nannies are not expected to help out with general housework.

Live-In Nanny

A live in nanny would normally be expected to work Monday-Friday between 10-12 hours per day. Often, a live-in nanny will also babysit 1 or 2 evenings per week. Salary will depend upon qualifications, experience and location of position.

Nanny-Shares

The first type of nanny share involves a nanny who works for two families. The families share the cost of employing the nanny, and agree on the terms of her contract together.

The second type is an experienced or qualified nanny who has a child of her own, but would like to continue in a nanny role, so will take her own child to her employer's house.

Mother's Help

A mother's help is not necessarily a qualified person, therefore it is a partially sole-charge position and duties regarding the children will vary according to their experience. These helpers assist with the day-to-day running of the family household. They can be daily or live-in and work the same hours as nannies. N.B. Mothers' helps are not expected to do all of the household chores or have complete sole charge of your children.

Maternity Nurse

A Maternity Nurse specialises in the care of a new baby, Twins or Triplets and will be familiar with infant feeding, care and hygiene, together with establishing a routine for mother and baby. Maternity Nurses are self-employed and liable for their own tax and National Insurance Contributions.



Services

Night Nanny

A good night's sleep is invaluable, especially after giving birth. A night nanny's role involves preparing for the baby during the evening and trying to get him/her into a good sleep pattern. Night Nannies generally start their evenings at 9/10pm and finish at 6/7 am the following day. The amount of nights worked is flexible to suit the family.

Nanny/Housekeeper

This carer would combine household management with childcare, managing the household completely including shopping, cooking, light housework, supervision of household staff etc. This can be a live-in or daily employee. Nanny/Housekeeper's salary would depend on hours and experience.

Temporary Nanny

A temporary Nanny will take over the duties from the parent or previous Nanny. This would be a sole-charge position and hours would vary, depending on parent's requirements.

After School Pick-Ups

Having a child carer for after school pick-ups involves the carer looking after the welfare of the children from leaving school, until the parent returns home. Hours as needed.

Aupairs

An aupair is an individual that normally comes from another country and lives with a family. An aupair will share household duties and childcare but is not expected to be spending more than approx.

25 hours helping. In their spare time the aupair will normally attend a language school in order to improve their English.

They do not get paid a salary but it is expected that they will be paid pocket money each week of around £80-100, alongside being provided with all of their food.

We are very lucky to have some partner agencies around Europe that can help us to find excellent, police checked aupairs.



PAYE for Nannies

Nanny Talk has the pleasure of highly recommending PAYE for nannies as an excellent payroll service for families.

PAYE for nannies offers a friendly, personal service during extended opening hours; from 9 a.m. to 9 p.m. on weekdays and from 9 a.m. to 12 noon on Saturdays. They provide a free specimen contract of employment, unlimited personal advice on all aspects of nanny employment -Contracts of Employment, Sick Pay, Maternity Pay, Pay Rates, Disputes, Holiday Entitlement, Childcare Vouchers and the National Minimum Wage. They also provide free legal advice on all key employment issues.

PAYE for nannies is competitively priced at £115 per annum for their standard service and £135 per annum for their premium service. www.payefornannies.co.uk

Please ask us for more details and forms of application.

Agency Fee Schedule

- Permanent staff (12 weeks +): 2 x gross weekly salary (based on average hours over the year) as a one off payment on job offer.
- Temporary staff (up to 12 weeks): £50.00 per week of employment (per 1-7 day booking)
- Au Pairs: One off flat fee of £595
- Maternity Nurses: One off fee of £600

Please see terms and conditions.





1. All and any business undertaken by Nanny Talk (hereafter known as 'the agency') is transacted subject to these conditions which have been incorporated or implied in any agreement between the agency and the employer (hereafter known as 'the client'). No variations of these terms and conditions shall be binding unless expressly confirmed by the agency in writing.
2. The client agrees to notify the agency as soon as an engagement is accepted and to pay the agreed fee within 7 days of the date of invoice. Fees to the agency are payable by the client upon engagement (not date of commencement). A surcharge of 30% for non-payment after 7 days will be levied.
3. All fees will be paid either by BACS or in cash.
4. Fees for any nanny share shall be split between the two families.
5. If a client withdraws an offer of employment before the candidate has started work a fee equal to one half of the introduction fee will be payable.
6. Where an Applicant has supplied references to the Agency, the Agency endeavours to check provided references, although, the Agency cannot be responsible for the bonafides or accuracy of the said references.
7. The agency will not be liable under any circumstances for any loss, damage or expense suffered or incurred by the client either directly or indirectly for any act or omission of any applicant introduced by the Agency even if such act or omission is negligent or fraudulent or reveals any dishonesty.
8. The Agency endeavours to introduce only the most satisfactory employees but it cannot be held liable in any way for the employees introduced. The Client shall, therefore, satisfy himself as to the Applicant's suitability before engaging the Applicant.
9. Introductions are confidential and passing on any employee's particulars introduced by or through the Agency to a third party who then engages that employee, renders the client liable for the appropriate fee.
10. Where Nannies are employed on a temporary basis and the period of employment is extended, the client will be invoiced the appropriate fee.
11. The Agency does not employ the applicants. The client is the employer of the applicant and all PAYE and National Insurance contributions together with any other statutory rights that the Applicant is entitled to are the responsibility of the client.
12. The Agency's fee is applicable to one engagement and the fee for any applicant returning at a future date will be charged to the Client at the usual rates. Should any engagement or re-engagement occur without notification to the Agency by the client, the full permanent fee will be charged to the Client irrespective of the length of employment.
13. The Agency will not provide a replacement where the Applicant has been treated unreasonably by the Client, given the circumstances of the job they are being retained to do or where the client requires the Applicant to do duties that were not agreed at interview or are not contained in any contract between the Client and the Applicant.
14. If a permanent applicant does not remain in the Client's employment for at least 8 weeks, the Agency undertakes to use its best endeavours to replace the Applicant at no additional charge to the Client, within a six week period.
15. The Agency fees are non-refundable.
16. The Agency fee is set at three times the gross weekly salary of the engaged candidate. This is based on an average number of hours worked per week to include potential increased hours in school holidays and/or increased hours after a trial period by the candidate. These hours will NOT be lower than those hours offered at the point when the position is first confirmed by the client.
17. The Agency accepts no liability whatsoever for the contents of any draft contract it may provide the Client with to enable the Client to enter in to a written contract with the Applicant. Any draft contract is supplied as a guide and has not been drawn up by a solicitor with any specific circumstances in mind. The Agency recommends that the Client obtains its own legal advice in relation to any contract it wishes to enter in to with the Applicant.
18. All documents and information given to the Agency whether written or oral shall be kept confidential.
19. All Clients must have read the 'Schedule of fees' and the Terms and Conditions for Nanny-Talk and agree to be bound by them.
20. Nanny-Talk has the right to amend these terms and conditions without prior notice.

Client(s) signature:

Date: