

KiddyKare Nannies

Parent Information Pack

KiddyKare Registration

We understand how important it is that you chose the right nanny for your family as you will be entrusting them with the care of your children. Many parents use agencies to help them recruit their Nanny, at KiddyKare we carefully screen and assess all candidates for their suitability for your position. We check each candidate's CV, 2 references, qualifications, and we ask for 3 original forms of ID. There is no cost to register with KiddyKare – you only pay a fee when we have successfully found the right Nanny for your family. It is advisable to start looking for a Nanny 10-12 weeks before you would need them to start. We will take details of your position by phone or e-mail and visit you and your family within your home and complete a family profile. This will enable us to match the right Nanny to the needs of your family. We will then provide you with CV's of suitable candidates for you to consider. Upon your approval we can then arrange interviews at a convenient time for you and your family. We do suggest that each initial interview is held without the children present so that you can have a good understanding of each Nanny and it will cause less disruption to your children. After your interviews we will get feedback from you on each candidate and this is when we can arrange for a 'play date' with your children and the Nanny or Nannies you have selected.

Once you have decided which Nanny you would like to employ, we can help you with salary guidance and negotiations, provide sample contracts for your use and make recommendations on childcare vouchers, insurance and payroll.

We always like to follow up your progress after 4 weeks of employment to see how both you and your Nanny are getting on.

Salary

Most Nanny salaries are still quoted in net terms, however we would always advise you to agree a Gross salary with your Nanny to avoid any extra tax and NI costs to yourself. Current hourly rates are between **£10.00 - £16.00** per hour. Most parents agree to pay their Nannies salary on a monthly basis, this should be agreed with your Nanny in your contract of employment.

Nannyshare

Many parents working part time have teamed up with other parents who perhaps work different days to create a full time job for a Nanny. This collaboration can have both a financial advantage to you as parents but also a social advantage for the children if they are in a Nannyshare with similar aged children. Good communication is vital when considering this route as an option; discuss whose house the share will be at and how that parent may be compensated for food and heating contributions. It's also important to remember that however successful or convenient a nannyshare may be, always consider the children and what value this share may have to them. If the children have too large an age gap it may put a strain on the Nannyshare relationship.

Payroll

We recommend that you use a payroll company to do all your salary calculations and deductions, they can provide accurate information on tax and NI, including employers NI and also provide payslips for your Nanny along with a P45 or P60 at the relevant times. They will charge a small annual fee to use their service but they will ensure that you are paying all the correct contributions for your Nanny. We recommend using 'Nannytax', they are the largest company providing this service to small employers. Please speak to a KiddyKare consultant for more information. Alternatively you can contact them directly, please mention KiddyKare when you contact them:

Nannytax 0845 226 2203

mailbox@nannytax.co.uk

www.nannytax.co.uk.

Childcare Voucher Schemes

Many parents have joined their employers childcare voucher schemes to enable them to exchange part of their gross salary to pay their Nanny. If your employer currently operates a childcare voucher scheme you can pay your Nanny some of her salary by this method. You can pay using vouchers up to a maximum monthly entitlement of £243.00 or maximum weekly entitlement of £55.00.

Any payment that you make using childcare vouchers is exempt from Tax and NI contributions saving you a potential £1000-£1196 per year! Childcare vouchers can be used to pay for the care of your children as long as they are under 16 years old. Each parent is eligible to claim, enabling you as a family to pay the Nanny up to £486.00 per month in vouchers.

Vouchers can be paid using either of the following 2 methods:

Paper vouchers – the Nanny then redeems these on line or via the telephone

Electronic vouchers – once redeemed these are then paid directly into a nominated account.

There are many voucher schemes that offer advice on how this process works or you can seek advice from your employer who may already operate a childcare voucher scheme. Websites that can give you more information are: www.busybeesvouchers.com or www.nannytax.co.uk

Ofsted Registration for your Nanny

When a Nanny holds an Ofsted registration certificate it not only allows you to pay your Nanny by childcare vouchers but it will enhance their professional status. When they are Ofsted registered you can rest assured that all of their important documents have been checked by an authorised body. There is a fee of approximately £103 to gain registration; a fair way to proceed should you require your Nanny to have one is to split the fee two ways between yourself and the Nanny or offer to pay the full fee if they already have all the documentation.

Criteria for registration – the Nanny will need to have all of the following documents:

- The Nanny will need to confirm that she has the core skills to be a child carer. A valid childcare qualification will cover this. If they are not qualified they may have to attend a short Ofsted approved course (ICP introduction to childcare practice - 2 day course) public Liability Insurance certificate
- Valid Paediatric first aid certificate – minimum of 12 hours

- The Nanny will need to apply for an enhanced DBS (CRB). Even if the Nanny has a valid DBS (CRB) it will need to be checked for Ofsted registration

The Nanny should pay for any first aid course or public liability insurance cover to enable her to qualify for registration. The process can take up to 12 weeks, therefore it is advisable to request that your Nanny starts the process as soon as she has accepted your offer of employment. It is the Nannies responsibility to start the process, this can be done by either calling Ofsted on 0845 404045 or by visiting the website www.ofsted.gov.uk. An annual fee will also be charged in order for the Nanny to remain on the register.

Public Liability Insurance

Most Nannies will have public liability insurance cover for themselves, it is their responsibility to ensure that they keep this up to date and it is their responsibility to pay for this insurance. A policy doesn't just cover the Nanny but it also covers third party and third party property. Each policy is different but it can also cover the Nanny to work outside the UK as well for up to 90 days if she is travelling with you as a family on both business and pleasure trips. Certain policies also cover the Nanny if she has to temporarily leave the children with another approved adult. 'Nannyinsure' is a company that offers this type of insurance should you wish to get more information.

Employers Liability Insurance

When you employ a Nanny, you are responsible as their employer for health & safety within your home. You have a duty as an employer to have Employers Liability Insurance this will cover you in the event that your Nanny has an accident in your home and may wish to seek compensation and reimbursement of costs. The Insurance would then cover any costs and damages that would be awarded to the Nanny. Your total value of cover provided by your policy should be at least £5 million, it can be a simple case that toys have been left out overnight by yourself, the Nanny trips and falls and you are held accountable for not providing a safe environment to work in. Standard household insurance can generally be extended to include this cover, check with your current insurance provider for more details.

Holiday Entitlement

Employee entitlement by law is currently 5.6 weeks per year, for a full time Nanny this means they are entitled to 28 days holiday per year of which 4 weeks is standard leave and then 8 days for bank holidays. It is a legal requirement to provide statutory holiday but it is a minimum requirement, you may wish to add extra holiday days per year as part of a bonus scheme. Many families agree with their Nanny to take 2 weeks allocation each as a fair compromise – however as the employer you do have the final say in this matter. If you are looking to employ a Nanny on a part time basis you can calculate their annual leave entitlement by multiplying the number of days the Nanny works by 5.6 for example if your Nanny works 3 days per week – $3 \times 5.6 = 16.8$ days pa.

Sick Pay

Statutory sick pay is payable after 3 days of sickness. It is up to you as a small employer whether you decide to pay for the initial 3 days before statutory sick pay is payable. It is important that you make your sick pay intentions known within your contract. Current SSP is payable at **£79.15** per week.

Maternity Pay

A Nanny is entitled to 52 weeks maternity leave, 39 of these weeks are paid. If your Nanny is pregnant when you employ her, you do not have to pay her maternity pay - your Nanny will need to have worked for you for a consecutive 26 weeks (6 months) before the last "notification date" which is 15 weeks before they are due. The first 6 weeks of maternity pay is at 90% of the Nanny's average gross weekly earnings and thereafter it is at the current 'SMP' rate (Statutory Maternity Pay) this is laid down by the government and is at present **£123.06** per week.

While your Nanny is on maternity leave they are still entitled to accrue holiday entitlement. This can either be taken at your mutual choice or if they do not return to work they can ask for this to be paid. Some Nannies decide that they would like to take their accrued annual leave when they return back to work so that they can ease themselves and their child back into a work pattern.

Paternity Pay – fathers are also entitled to 2 weeks SPP and they then have a further right to 13 weeks of unpaid leave. The current SPP rate is **£123.06** per week.

Redundancy

There may come a time when unforeseen circumstances mean that you have to make your Nanny redundant, sometimes due to a loss of work for you as a parent or it may be that your children are at an age when they no longer need the full time care of a Nanny. Your Nanny is entitled to redundancy pay after 2 years of continuous employment providing they are not on a fixed term contract. They are also entitled to redundancy pay should you wish to move away from the area thus also making them redundant – unless there is a relocation clause in the contract.

Redundancy pay is calculated using the following:

0.5 weeks pay for each full year of service where your age was under 22

1 weeks pay for each full year of service when age is 22 or above, but under 41

1.5 weeks pay for each full year of service where your age was 41 or above

(A weeks pay is the employee's weekly salary before tax)

Transport

If you require your Nanny to use their car to carry your children, you will need to agree a rate for petrol and running costs. It is advisable that you check with us to find out the current rate when you are writing your Nanny contract as it always changes in relation to petrol prices and inflation. The AA can give you a specific price per mile in relation to the make and model of your Nannies car if you feel that would be fairer. The Nanny will need to inform her car insurance provider that she will be using the car for business purposes, it is a good idea to ask to see the Nannies insurance certificate to clarify that they have appropriate cover. If you are providing a car for the Nanny to use, check with your insurance company as you may need to pay extra to have a third party who is unrelated to you added to your insurance policy.

Induction

It is always a good idea to have a handover with your Nanny. This may be for a few days or a week before her start date to settle the nanny with your children and ensure that she is settled in your home. Some samples of things to cover in your handover;

- Show the Nanny around your home and show her where everything is that she or the children may need, most importantly where the medicines and first aid box are
- Demonstrate how the cooker and washing machine work
- Explain who to contact in an emergency and make a list of emergency contact numbers should the Nanny not be able to contact either parents. Show your Nanny where the Doctors surgery is and discuss any allergies or special requirements that the children have
- Explain how you would like your children to be disciplined
- You may want to show the Nanny around the local area ie where the children's school or Nursery is, where the grandparents or emergency contacts live, where you work and where the local Toddler groups or singing groups are. You may want to take the Nanny with you to the school or Nursery to introduce her to the teachers so that for security they will know who is collecting your child
- It is a good idea to show the Nanny how the children like to be settled and to go through their sleep routine with them, show where the children's comforters are kept and how they like to be comforted
- Security – how to lock and unlock the house, windows etc. Detailing any alarm codes and what to do if the Nanny becomes locked out
- Ensure the Nanny is aware of how to use the push chairs, high seats, cot etc as all equipment varies and you wouldn't want your Nanny stranded somewhere because she can't put the buggy down! (it has happened!)

Contracts

It is a legal requirement to have a contract with your Nanny. Both you and the Nanny should read, agree and sign the contract before the first day of employment to ensure that both parties are clear on the role and requirements of the position. You may wish to have a separate Job Description or Employee Handbook stating all the finer details of the position, KiddyKare can help you with both of these documents.