



Caroline lee nanny agency

TERMS AND CONDITIONS OF BUSINESS

- 1) A immediate search is started once you have confirmed with the agency that you would like to use our service. If you choose to have the consultation visit you will be required to pay the £25 fee upon the visit.
- 2) All employee's are police checked and references are checked. The agency will send copies of references before the interview. You can check references, when the interview has taken place and the nanny gives verbal permission. Please note that the police checks may take weeks to come through and as a result of this may not be complete at the date of interview.
- 3) All introductions of employee's are strictly confidential between Employee and Employer, if the nanny is introduced to non-registered family through the client, a fee will be charged.
- 4) All employee's working over eight hours a week must have official terms and conditions. This is often met by a contract of employment, which can be supplied through the agency. The employers must also pay all tax and national insurance for the employee's.
- 5) All job offers must be confirmed to both parties through the agency.
- 6) All fees are due on confirmation of the position been filled. This fee should reach the agency within ten days of receiving the invoice and if fees are not paid on due date, the agency reserves the right to issue a surcharge.
- 7) Should the placement fail within eight weeks, temporary cover could be found with temporary fees to be paid, until a new employee is placed free of charge. Alternative the agency will make appropriate refunds.
- 8) The agency is an introduction agency only and cannot except responsibility or liability for negligence, dishonesty, misconduct or lack of skill.
- 9) The agency takes no responsibility for care of employee for any loss or injury.
- 10) If Caroline Lee supplies temp cover to nurseries it is the responsibility of the nursery to provide insurance for liability of the Nursery Nurse/Assistant.
- 11) If any crèche or temporary work is cancelled there will be a cancellation fee.

Print Name _____

Signed _____

Date _____

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