

Nanny Terms & Conditions

Edubase are licensed by the Ministry of Education to operate Home-based services. We provide children with a nanny who is safe, committed to their wellbeing and able to provide an environment which will encourage their learning and enrich their lives. To do this we must adhere to certain rules and regulations. Nannies will be given a full induction upon placement by their Visiting Teacher (if their Family is enrolling in the Edubase programme). Please read the following summary of those regulations to ensure you feel able to fulfil them.

As a Edubase Nanny you must:

- Arrive at work on time.
- Give your employees/families as much notice as possible if you require time off.
- Provide a rich learning environment for the children in your care.
- Supervise the children at all times.
- Children must be seated and supervised when eating.
- Hold a current First Aid certificate.
- Disclose to the Nanny Recruitment Consultant at Edubase any criminal convictions you have and declare that there are no current charges pending.
- Discuss any concerns you have about a child's wellbeing or safety with your Visiting Teacher. Do not hesitate to contact us.
- Ensure matches, lighters, poisons, medicines, alcohol, household cleaners are stored out of reach of children.
- Ensure the homes you work in have smoke detectors, and fire extinguishers. Contact your Visiting Teacher if this is not the case.
- Have a written evacuation plan.
- Carry out a trial evacuation every three (3) months.
- Have written permission from parents before administering medication.
- Keep the Daily Records up to date to meet regulatory requirements.
- Contact parents if a child becomes unwell while you are at work.
- Contact parents if you become ill while at work.
- Get permission from parents before taking the children out of their home.
- Ensure children are using correct car seats/restraints before travelling with them in a vehicle.
- Have a full driver's license if you are transporting children.
- Take part in professional development as required by Edubase.
- Plan and document for children's learning following Te Whariki (ECE curriculum) with support of the Visiting Teacher.

As a Edubase Nanny you must not:

- Smack, bite, shake, physically harm, humiliate, tease or provoke any child in your care.
- Talk about your employees, the children, or anything related to your job to anyone. If you have any concerns please contact your Visiting Teacher.
- Leave a child unsupervised in a motor vehicle.
- Invite any visitors into the home without written permission from the parents.
- Allow visitors to be alone with the children.
- Allow visitors to change nappies.
- Allow children to have access to pornographic material.
- Partake of any alcohol or drugs while at work, or for 10 hours before starting work. This includes prescription medicine where that medicine has a detrimental effect on the person's functioning or behavior. Please refer to our Smoking, Alcohol and Drugs Policy.
- Put children or babies to bed with food or drink. This includes bottles.
- Take children in a car which has no Warrant of Fitness or registration.
- Smoking is not permitted on any premises by anyone whilst care is being provided. Nannies who smoke are only permitted to do so after care has finished. Please refer to our Smoking, Alcohol and Drugs Policy.
- Leave a child unattended in the bath or anywhere near water (NEVER).

For a full summary of our rules and regulations please refer to the Edubase policies.

Full registration is totally at Edubase discretion and your signature on this form constitutes your agreeance to the above and below conditions.

I authorize Edubase in accordance with the privacy act 1993, to collect and use my personal information and to contact the named referees. I understand that confidentiality is a vital part of becoming a respected Nanny with Edubase and I will be loyal to both Edubase and any family that I may be providing care for.

I declare that all the information I have supplied to Edubase and/or their representative is true and correct.

Please note: your contract may be terminated without notice should we receive any information that indicates you are not suitable to work with children.

I _____(full name) have read and understand these terms and conditions.

(Signature)

Date ____/____/____