



Welcome to Safehands!

Safehands Network pride themselves on being able to deliver first class quality child care. If you require a tailor made service bringing you peace of mind look no further.

At Safehands we are proud of our reputation of being trustworthy, safe, and understanding of the needs and requirements of the parent.

Founded in 1997, Safehands Network provides people with a comprehensive portfolio of childcare services of which 'nannies' is just one.

If you require a professional or experienced Nanny anywhere in the country and you would like to enjoy the benefits of using the Safehands network, then you are now in a prime position to do so. We have a dedicated, trained team to recruit your future Nanny/ Child Carer.

It is free to register all you need to do is out the registration form, sign the terms and conditions and return to the following address:

Safehands Network Ltd
HR Department
Royal Bank Chambers
Victoria Square
Thornton Cleveleys
Lancashire
FY3 5LU

Telephone: 01253 822907 extension 225/ 236

Email:

James@safehandsnetwork.com or Netta@safehandsnetwork.com

Once we receive your details we will be in touch to confirm your details and start the recruitment process of finding you a suitable candidate.

In the mean time our HR team are at hand to answer any queries.

Safehands Network Ltd



Parent Registration Form

Thank you for choosing to put your children in Safehands. Please complete the family information below, providing as much information as possible as this information will give us a better indication of the kind of person you are looking for, therefore enabling us to recruit the most suitable candidate. If you have any questions you can either phone us or visit our website at www.safehandsnetwork.com. Please send completed form to sarah@safehandsnetwork.com or fax it to 01253 822978. You can also send it to: Safehands Network Ltd, Royal Bank Chambers, Victoria Square, Thornton Cleveleys, FY5 3LU.

Personal Details

Name(s)			
Address			
Contact details	Phone (home)		
	Mobile		Email
Employer(s) <i>(So that we know who and how many people the nanny will report to)</i>			
Job description of Employer(s)			
Do you or any of the employers work from home?			
Marital status <i>(please tick as appropriate)</i>	Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Co-habitee <input type="checkbox"/> Other <input type="checkbox"/>		

Requirements

Date when help required

Seeking a: Maternity Nanny Nanny Mother Help Special Needs Nanny Other

Permanent or Temporary if temporary, state number of weeks (1 – 12 weeks).....

Live in with family Daily full time part time (specify days & times)

Typical hours child carer required to work

Are you looking for a qualified carer? Yes No

What is your approximate budget per week (net) £.....

Do you have any pets? Yes No
If yes, please state what type

Special requirements for your nanny, please tick applicable

Driving Own Car Cooking Help with shopping Help with house work Non Smoker

Cleaning Supervise bedtime Supervise homework Ironing Hoovering

Age preference: Specific language: Other requirements:

What characteristics do you consider most important in your carer?.....
.....

Your Home & Lifestyle

Type of house:

Detached house Semi-detached Apartment Terraced Bungalow Other

Location:

Town Village Hamlet Countryside

Is public transport available to reach you? Yes No

How many holidays do you take in a year?

Would you like your nanny to accompany you on holiday? Yes No

Your Hobbies and Interests:

Please indicate which hobbies and interests you and your family enjoy:

Tennis Golf Football Sport in general Computer/ games Cookery
Country pursuits Wines Rambling Movies Cinema Theatre Opera Gardening
Art Reading

Other (please specify)

Live – in's only

Please tick as appropriate:

Separate accommodation

What does the accommodation entail:

Shared accommodation

Separate bedroom only Separate bathroom and bedroom Separate TV Separate phone

Any other comments:

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.....
.....

Your Children

How many children do you have?	
Names: Ages & date of birth:	
Is there a baby due? If yes please state when:	
Does your child(ren) have any allergies, learning difficulties, disabilities? If yes please state:	

Interview Times

Please indicate the most suitable times for interviews to be held:

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.....

How did you heard about Safehands Network Ltd

Please indicate how heard about us, as this is helpful information:

I here by declare that I have read and understood the agency's terms and conditions for families and agree to pay the placement fee according to the agency's scale of fees upon confirmation of placement. The information provided on this registration form is correct.

Signature:	Date:
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Terms and Conditions for Families

“The Client” or “The Family” refers to the client or employer who engages the agency to seek a nanny or child carer for an agreed fee. “The Agency” refers to Safehands Network Ltd agency. The term “Candidate” means a person introduced by the agency.

1. The contract

These terms and conditions are deemed to be accepted by the Client upon verbal or written instruction by the Client to the Agency to submit suitable Candidates for contact or interview.

These terms and conditional apply and govern all contracts or agreements made verbally or in writing between The Client and The Agency.

All the information provided by the Client given to the Agency is correct.

The Client shall notify The Agency immediately once they engage a Candidate who is introduced or supplied by the Agency either verbally or in writing. As a result of such engagement, the Client agrees to pay an introduction fee in accordance with Safehands Network Ltd scale of fees. It is the responsibility of the Clients to inform the Agency if a Candidate has been offered employment.

2. Fees and Guarantee

The Agency fees are charged at the current rate of the Agency’s charges and payable upon 14 days from the date of the invoice. The Agency reserves the right to charge the Client a surcharge on all accounts not settled past the 14 days.

If a candidate returns to a Client at a future date or if a temporary or part-time engagement is extended then the appropriate additional fee shall become payable. The Client agrees to notify the Agency of a re-engagement or extension of a permanent or temporary engagement and unless otherwise agreed with the Agency the relevant fee is based on the Scale of Fees.

No refund or reduction from the Agency will be given if the number of weeks is subsequently reduced on a temporary or permanent engagement. If the temporary period is subsequently extended then the above paragraph will apply.

Should either party terminate employment within the first twelve week period the Agency will endeavour to provide a free replacement within 4 weeks, unless the employer unreasonably terminated the employment. If the Client makes alternative arrangements during this time or requests that no replacement be found, a refund will not be offered unless granted by one the Agency Directors. This is subject to the proviso that there has been no material alterations from the requirements set out in the Parents Registration Form and / or job description.

If unable to provide a suitable replacement within 4 weeks, a refund will be made less £60 providing the following conditions have been met: -

- a) the agency fee was paid in full within 14 days of the invoice date
- b) the Client notified the agency in writing within 5 working days of the reason for the termination

Any refund due will be paid on the following scale:

Period of employment – up to 2 weeks – 75% of agency fee refunded

Period of employment – up to 4 weeks – 50% of agency fee refunded

Period of employment – up to 6 weeks – 25% of agency fee refunded

Period of employment – up to 8 weeks – 15% of agency fee refunded

3. Confidential Information

All communication whether written or verbal shall be confidential. Clients transferring information supplied by the Agency and resulting in the engagement of a candidate by a third party will be liable to pay the full fee for the engagement and these terms and conditions will apply accordingly.

4. Introduction by third parties

Clients are obliged to immediately inform the Agency when a Candidate is introduced by the Agency who has already been introduced by a third party. If the Client does not inform the Agency then it will be presumed that the introduction has been effected by the Agency and the relevant fee will become payable.

5. Liability

The Agency endeavours to introduce the Client with the most suitable Candidates. However it is the sole responsibility of the Client to employ, check references and to be satisfied as to the suitability of the Candidates. The Agency can not accept responsibility for any inconvenience, loss or damage resulting from any negligent, dishonest or malicious act undertaken by a Candidate introduced or supplied by the Agency.

Likewise no warranty is offered in respect of the suitability, honesty, capability or character of any Candidate introduced by the Agency and employed by the Client.

Safehands Network Ltd is purely an introductory agency and Candidates are not the employees of the Agency. The Agency does not exclude or restrict liability for death or personal injury resulting from its negligence.

Safehands Network Ltd Scale of fees

<u>Nanny & Mothers Help:</u> Full time (30 hours or above per week): 4 weeks net salary plus VAT Part time: 3 weeks net salary plus VAT	<u>Temporary Placements:</u> Nanny & Mothers Help: £60 per week
<u>Maternity Nurse:</u> £80 per week	<u>Au-pair:</u>
<u>After school care:</u> Membership fee available to those seeking regular care. One off care £40 - £100	<u>Babysitting:</u> Membership fee available Hourly fee available (minimum of £40)
<u>Overseas Placement:</u>	Safehands charges a minimum of £100 for an agency fee.

Please note Safehands Network Ltd do not ask for a registration fee and operate on a no placement no fee basis.

VAT will be charged on top of the Safehands scale of fees. The payment will be required by the Agency upon receipt of the invoice. The Agency will invoice the Client when an agreement is confirmed to the Candidate (in writing or verbally), not when the Candidate takes the position.

I here by declare that I have read and understood the Agency's terms and conditions for families and agree to pay the placement fee according to the scale of fees upon confirmation of placing a Candidate.	
Signed:	Full Name:
Date:	