

# Ethical Code of Practise

## Legal Requirements

The agency has all legal requirements. Licence n. 0033-I 26/11/2008.

## Terms & Conditions

We will provide a full written copy of its Terms and Conditions to the client.

**We confirm that our operations reach the following Client's welfare, candidate's welfare and professional standards.**

## Client's Welfare

### Qualified or Experienced candidates

Our agency mainly deal with experienced and/or qualified candidates.

We inspects original copies of all qualifications and certificates and/or run adequate checks with previous employers and colleges. The qualifications that are valid in this scheme:

- Diploma in Childcare & Education (NNEB) Diploma in Nursery nursing. Full time 2 years course covering the age 0-7
- BTEC in Child Studies/Nursery Nursing. Level 2 and level 3. Professional students working with children aged 0-8 in Private Nursery, Primary School, Special School.
- CACHE Certificate in Childcare & Education. Cache Level 2: a one year full time or two year part time course to become child care assistants. Cache Level 3: this is a two year full time or three year part time course, covering the Age 0-7.
- NVQ (SVQ for Scotland) Level 2 or above in Early Years Childcare & Education, based on practical experience in the work place, for people with no formal qualification but with experience.
- Advanced Diploma in Childcare & Education (equivalent to a Master's Degree)
- Montessori Teaching & Childcare Diploma
- Childcare Certificate I, II, III for Australia and New Zealand
- MNT Accredited courses for Child-Careers. Nanny and Maternity Nurse Training Courses. Online Early Years Foundation Degree
- Norland Diploma
- Chiltern College Diploma
- PGCE Post Graduate Certificate in Education is a one year course in England, Wales and Northern Ireland. Undergraduate degree holders are trained to be a teacher.
- QTS Qualified Teacher Status. FTo achieve this accreditation you need to complete a period of Initial Teacher Training (ITT), for Schools in England and Wales
- TEFL Teaching English as a foreign language

Or the equivalent from other countries. These courses must cover similar areas of study and last of an equal or comparable duration.

## Interview Policy

We interview candidates for jobs in person or on the telephone prior to putting them forward to clients. If this has not happened, for any reason, the nanny agency will inform the clients accordingly.

We personally interview our candidates. At a preliminary telephone and Skype interview, follows the meeting in person, in Italy or abroad. We have our representatives in countries such as Australia and New Zealand, whose consultancy we have been using for years. We are based in UK too. If the personal interview for an exceptional reason did not happen, the Agency warns the family.

### **First Aid**

We will verify whether or not our candidate has a First Aid qualification. We can invite to have a paediatric first aid courses (for clients and candidates), in conjunction with our partners.

### **Suitability of Candidates**

We will only put forward candidates that are suited to the job in question. Suitability is defined in terms of the candidate's personality, qualifications, experience, meeting the needs of the client.

### **Criminal/ C.R.B checks**

All people placed by the nanny agency are invited to have an Enhanced Disclosure from Criminal Records Bureau underway before commencement of employment

### **Identity Checks**

We ask a minimum of two forms of personal identification from candidates prior to employment – these may include passport, driving licence, birth certificate, utility bills, work permits and visas.

### **Reference Checks**

We take up at least two references to confirm a candidate's competence, suitability and trustworthiness for a job. Reference checking entails two verbal conversations with referees (even if they have furnished the candidate with a written reference). Verbal reference checks grant people the privacy to disclose the full details of their experience with the candidate, which a written reference does not. (The point of these conversations is to verify the validity of a candidate's employment, to glean a better sense of his/her disposition and if all checks out, place him/her with a client).

### **Candidate Employment**

we help with the provision of a suitable agreement of employment for the clients and the candidate.

### **Candidate Welfare**

Candidates can be assured that our approachable consultants:

- will treat them with the same respect and high level of attention that is extended to our clients
- will only put them forward for jobs they mutually agree are suitable
- will not send out their details to clients without their consent
- will keep them fully informed on how an application is proceeding

We are aware of candidate welfare issues at all times. These include on request: providing information on career development courses; interview tips; detailed instructions or

directions to each interview; and a solid briefing on each position for which the agency sends a candidate to interview.

We will operate an equal opportunities policy and will not discriminate on grounds of race, religion or sex.

We do not require fee to our candidates