

TERMS AND CONDITIONS and FEES AS OF 1ST JANUARY 2026 SELECT NANNIES

These terms and conditions are deemed to have been read, understood and accepted by the client upon completion and return to the Agency of the Registration form.

The following definitions apply:

- a) The Agency is Select Nannies.
- b) The Client is the person or persons referred to in the Registration form.
- c) The Applicant is the person seeking employment through the Agency and who is introduced to the Client by the Agency.
- d) The engagement of an Applicant takes place when an offer of employment is made by the Client and accepted by the Applicant. Employment commences on the day that the Applicant starts work for the Client.

- 1 Select Nannies is an introduction service only. Whilst every attention to detail is checked we recommend that the Client takes their own references, and validation of certificate checks. The Agency does not take any responsibility for any injury, damage, expense, delay or loss of any description arising out of introductions made.
- 2 Clients are legally responsible for all payments in connection with the employment of an Applicant including remuneration, Income Tax, National Insurance, Pension and the provision of a payslip detailing deductions. The Agency has no liability in respect of such matters.
- 3 The Client agrees not to contact the Applicant's references without the permission of the Applicant, or until an engagement has been offered and accepted in writing by the Applicant.
- 4 The Client undertakes to notify the Agency when an engagement takes place, that is, when an offer of employment is made and accepted.
- 5 All introductions made by Select Nannies are confidential. An introduction by a Client to another potential employer, which results in an engagement, renders the Client liable to pay the Agency's fee in full.
Clients must notify this agency if they have already received an application from a nanny through another agency or any other source. Otherwise, if the nanny is offered a position, any engagement fee will be payable to this agency.
- 6 All information provided by the Agency about a nanny remains the property of the Agency. If a nanny is offered a position within 24 months of being introduced by the Agency, the Agency's current introduction fees will apply.

7 The Agency placement fees are as follows

A **Search Activation fee** of £100 will be applied and invoiced as soon as the client registration form has been returned and before we initiate the search for a nanny. Should we find a suitable candidate, then £50 will be deducted from the full placement fee.

Placement of a successful candidate is as follows:

10% of the nannies Gross annual salary Minimum fee is £1,000.00

The Agency placement fee for a temporary nanny is charged at £200.000 per week regardless of number of days or hours worked.

A contract position that is three months or over, is charged as a permanent position.

The Agency placement fee for a Maternity Nurse is £200.00 per week regardless of days or hours worked.

VAT is not applicable on Agency fees.

- 8 All fees become due, and the invoice payable, as soon as the job offer has been accepted. Payment is by bank transfer and must be made within seven days of the date on the invoice. The Agency reserves the right to apply a 25% surcharge per week, if payment is not received on time.
- 9 Select Nannies provides a six-week guarantee period which starts from the day that the nanny starts work. If the Client or nanny terminates an engagement within this period, the Agency will actively endeavour to find a suitable replacement candidate for the same position at no extra cost within that six week guarantee period. Should a replacement nanny be required, only one replacement candidate will be offered free of charge under the guarantee period according to the original job specifications. Whilst the Agency shall endeavour to find a replacement Candidate the Agency makes no guarantee that such a Candidate will be found. Should the client change their job specifications within the six week guarantee period, a new search will begin to match those requirements, and the fee will be adjusted according to the new requirements, but no refund will be available.
- If the client decides they no longer need a nanny then no further replacement will be offered and no refund will be available
- This guarantee is conditional and not valid if the nanny has left because of unreasonable work conditions or if the job description has changed from the contract.
- 10 If an engagement is terminated, due to the Applicant failing to turn up on the first day, a full refund of the placement fee will be given less 25% administration fee.
- 11 Replacements can only be made on the basis that the placement fee has been paid in full and on time, and the Agency has been informed within seven days of termination.



- 12 In the case of a client cancelling the engagement before the nanny commences, having already agreed the engagement either verbally or in writing, the full-placement fee will be charged.
The parent is advised to ensure their nanny has current public liability insurance and that is the family's responsibility to check this, not the agencies,
- 13 Before entering into an agreement, the client may request that an applicant to do a trial day to enable the client and the applicant to assess their mutual suitability. In this case, a fee of £30 per day shall be applied by the agency, the client will pay the nanny for her time.