



Association of Nanny Agencies

Application pack 2011

Supported by



ANA Mission Statement

The Association of Nanny Agencies (ANA) is a voluntary run organisation that exists to support and inform its agency members, assisting them with compliance in all relevant laws and regulations and aims to provide a level of measurability, whereby nanny agencies can be judged against high standards.

Goals of ANA

To provide a forum to identify, analyse and develop nationally accepted strict criteria for nanny agencies to work to, enabling them to become better equipped to provide families and nannies with a good standard of services.

We aim to:

- Establish a Professional Code of Conduct for all nanny agencies, ensuring they meet with their legal obligations and duty of care for both the nanny and the employer. Parents seeking a nanny through an agency will be assured that every possible check has been performed regarding the nanny's overall suitability, to ensure their children will be cared for in the most professional manner. The nanny will be fully trained and possess the skills appropriate for the child/children's age group, ability and/or special needs.
- Lobby government to introduce legislation requiring ALL childcarers to be registered and monitored throughout their careers and ALL nanny agencies to be regulated following the best practice identified by ANA.

Why join us?

There are numerous advantages of being a member of a Professional Association such as ANA we endeavour to provide our members with all the support they need, including Employment Law updates and any other relevant changes that may affect agencies. As a member of ANA you will be able to display our Logo on your agency's website and paperwork, this will in itself show parents and nannies alike that you are a professional and reputable agency who follow our Best Practice guidelines and strive to provide the best possible service to Parents and carers equally.

Current benefits include;

- Be recognised as a reputable agency.
- Be part of a growing number of likeminded Nanny agencies, striving for higher standards of professionalism.
- Our new website offers FREE exclusive competitive advertising for all our members, your own profile, including your agency details and 2000 word description.
- FREE job vacancy listing on our website.
- National recognition – our website contains a postcode search so nannies and families can find you quickly.
- Be one step ahead of your competition – we keep you up to date on relevant laws and legislation.
- Demonstrate compliance – follow our best practice policy and established code of conduct.
- We meet twice a year to discuss ideas, problems and every day issues, all our members and prospective members are more than welcome to join us.
- Members only area on the website where you can access relevant documents, including employment contracts and procedures, sample documents and information guides.
- Benefits – receive relevant business discounts on training, insurance, CRB checks and stationary.
- Payroll guidance.

Membership with the ANA

Membership is given in the name of the agencies proprietor/director, it is not transferable to a new owner and cannot be carried over to another agency.

All Agency franchises and additional offices require separate membership.

Membership Levels

- **Bronze 0 – 2yrs**
Agency has met the ANA registration criteria but are in the first two years of trading.
- **Silver 2- 5yrs**
Agencies continue to maintain standards set out by the ANA and have been established for between 2 and 5years.
- **Gold 5 – 15yrs**
Agencies that have been established for between 5 and 10yrs.
- **Platinum Established 15yrs +**

Membership cost

- One off joining fee of £60.00
Thereafter
- Annual fee of £300.00 payable monthly at £25.00 by standing order.

FAQ

- **How often do I renew my membership?**
Membership is paid monthly by standing order, we will contact you annually to renew your membership.
- **How do I register with the data protection?**
Visit www.information.commissioner.gov.uk or call 01625 545740
- **What insurance do I need?**
Professional indemnity and public liability, dependant on the structure of your business, it is always best to seek independent advice.
- **How do I agree to the ANA mission statement and code of best practise?**
By signing and returning the application form you agree to these.
- **How do I access the website?**
On joining the ANA you will be given an access code and password.
- **What references do I need to supply?**
We require the contact details of two client's that you have placed nannies with and two nannies you have placed in positions. They will be contacted by phone, email or post to provide a reference for you.
*If you are a new agency we ask that these be provided within the first six months of business.



Association of Nanny Agencies

OFFICE USE ONLY
DATE RECEIVED:.....
ENC. CHECKS:.....
REF. CHECKS:.....
MEMBERSHIP NUMBER:.....
DATE:

APPLICATION FOR MEMBERSHIP FOR THE ASSOCIATION OF NANNY AGENCIES

AGENCY DETAILS

Name of Agency

Trading name if different.....

Address

.....

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Telephone.....Mobile.....

Fax.....

Email.....

Website.....

Company Registration Number

VAT Register Number if applicable.....

Date the agency start trading?.....

Did you start the business? If no, when did you take over?.....

Have you previously owned a childcare agency?.....

Company type? Sole trader

(Please tick) Partnership

Limited company

Are you part of a franchise?.....

OWNERS DETAILS

Name of Owner (whom membership is requested)

Address (if different from above).....

.....

Telephone.....Mobile.....

Email.....

Website.....

CO-OWNERS/DIRECTORS/MANAGERS

Names

Contact Number

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.....
.....

EMPLOYED STAFF

Please list all staff employed including all directors:

Name: Name:

Address: Address:

.....
.....
.....

Date of Birth: Date of Birth:

Years in post: Years in post:

OTHER INFORMATION

Do you or any other members of your management team hold a recruitment qualification?

Yes No

If yes please state:
.....

Do you or any members of your team hold a childcare qualification? Yes No

If yes please state:

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.....

Is this the only nanny agency you have owned? Yes No

If no please provide name of agency, address and if it is still in business?

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Are you a member of any other professional body? Yes No

E.g. REC. If yes please give details.

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.....

Have you ever had a membership declined by a professional body? Yes No

If yes please give details.....

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Do you have any other associated companies? Yes No

If yes please provide details including company name, address and contact number.

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REFEREES

Please provide contact details of two clients and two nannies that have used your agency, make sure you include their full name, address, home telephone and mobile number. If you are a new agency we will require the above information within the first 6 months of membership.

	Contact name	Address	Contact number / Email
Client referee 1			
Client referee 2			
Candidate referee 1			
Candidate referee 2			

How did you hear about ANA?

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Would you like to be contacted by third parties about other products and services for ANA members? Yes No

I / We agree to abide by the ANA Mission Statement and Codes of Best Practice. We also agree to inform ANA of any changes in our terms and conditions or policies while a member.

Signature

Print name

Date.....

Please return this application form together with:

1. Evidence you hold the correct level of insurance.
2. A copy of your registration with Data Protection.
3. A copy of your agency terms and conditions, including;
 - Service costs
 - Refund policy
 - Contractual arrangements.
4. Copies of your policies and procedures covering:
 - Recruitment and selection of nannies
 - Confidentiality
 - Complaints
 - Equal opportunities
5. Details of your four referees
6. Your joining fee - cheque made out to ANA for £60.00
(can be made by BACS transfer on request)

Send to: Maira Walsh
 69 Stephendale Road
 Greater London
 SW6 2LT

IF ANY OF YOUR TERMS AND CONDITONS OR POLICIES CHANGE AFTER YOU HAVE JOINED YOU MUST LET US KNOW.