



Terms & Conditions of Employment

Name of employer: Watch Me Grow Childcare Agency

Address of employer: 22 Old Meadow Drive, Denton, M343TF

This statement sets out certain details of the terms and conditions of employment as required by Section 1 of the Employment Rights Act 1996.

You should retain this statement, and you are asked to sign the enclosed copy to confirm that you agree that it accurately reflects the terms of your contract of employment. You should then return the signed copy, which will be kept on your personal file, to Katie Cairns.

1. Beginning of employment

Your employment with the Company is on an ADHOC nanny contract basis.

2. Job title

Your job title is ADHOC nanny.

This title does not limit your duties, and the Company may require you from time to time to do any work within your capacity.

3. Collective agreements

There are no collective agreements applicable to your employment.

4. Place of work

Your place of work will be at clients' houses. Details will be provided when nanny work is organised or nursery cover

5. Remuneration

You will be paid £11 per hour – Nursery work
£11 for adhoc babysitting
£11.50 for contracted nannying.



You will be paid at weekly intervals on a Monday. If a bank holiday falls on a Monday you will be paid the following working day.

Payments are made in by direct credit transfer.

6. Sickness absence and sick pay

If you are absent from work due to sickness, you must notify Rosie Martin of the reason for your absence as soon as possible but no later than 2 hours before the start of your shift on the first day of absence and you will not be paid for sick days.

A self-certification system operates for absence from work due to sickness or injury not exceeding seven days.

Immediately on your return to work you must obtain, complete and return to Rosie Martin, before the end of the day of your return to work, a self-certification form or doctor's certificate/fit note for periods exceeding seven days.

Sickness or injury absence exceeding seven days must be covered by a fit note.

All sickness or injury absence will be entered on your employment record.

We reserve the right to require you to undergo a medical examination at its request during long term absence due to sickness. The organisation will pay the cost of any such examination and all information given in connection with it and any report on it shall be fully disclosed to the organisation.

We reserve the right to terminate your employment for any reason, including on the grounds of ill health, notwithstanding that you remain eligible for Company benefits.

7. Disciplinary rules and procedure

The disciplinary rules that apply to your employment and the procedures that apply when the Company takes disciplinary decisions relating to you (including dismissal) are set out in the Company's disciplinary procedure, which is available for inspection from Katie Cairns.

If you are dissatisfied with a disciplinary decision relating to you including a decision to dismiss you, you can apply to the appropriate person identified in disciplinary procedure.

The disciplinary procedure does not form part of your contract of employment.

8. Restrictive Covenants

You agree that the Company is entitled to take reasonable steps to protect and preserve its customer connections and goodwill, confidential information and the stability of its workforce. Therefore, you



accept that you will not for the first 6 months after the end of your employment with the Company directly or indirectly accept work from Company's customers with whom you dealt during the last 6 months of your employment;

9. Deductions from Pay

We shall be entitled to deduct from any basic pay or other payments due to you (including but not limited to, overtime payments, shift allowances, bonus payments or any sums due to you at termination of your employment), any money which you may owe us at any time during your employment.

10. Data Protection

We will process personal data about you in accordance with the Company's employee privacy notice, a copy of which will be made available to you.

You must comply with the Company's data protection policy and any instructions, processes or procedures issued under it when handling personal data in the course of your employment, including personal data relating to any employee, worker, contractor, customer, client, supplier or agent of the Company. You must also comply with the Company's social media policy. Failure to comply with the data protection policy, any instructions, processes or procedures issued under it, or any of the other policies listed in this paragraph may be dealt with under the Company's disciplinary procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

11. Changes to your terms of employment

We reserve the right to make reasonable changes to any of your terms of employment. You will be notified in writing of any change as soon as possible and in any event within one month of the change.

12. Jurisdiction

The Company and you irrevocably agree that the courts of England and Wales shall have jurisdiction to settle any dispute or claim arising out of or in connection with this agreement or its subject matter or formation (including non-contractual disputes or claims).

13. Third-party rights

No one other than you and the Company shall have any right to enforce any terms of this agreement.

14. Entire agreement

This agreement and, unless otherwise stated, any documents

referred to in it constitutes the entire agreement between you and the Company with respect to its subject matter and supersedes all prior agreements, understandings and negotiations.



We confirm that the written statement set out above accurately represents the terms of the contract of employment.

Signed on behalf of the Company: *K. Cairns*

Name: Katie Cairns