



Throughout your employment, it is recommend that regular 1:1 meetings are held as an opportunity to discuss how things are progressing and the expectations of both parties. These can be weekly, monthly or quarterly, depending on what works best for you. By discussing the requirements and expectations together, it will avoid any misunderstandings.

Norland has included a few areas you may wish to discuss below and hopefully this will prove a useful template to initiate your discussions.

Please use the spaces to document expectations where applicable (this is not an exhaustive list, just a starting point for discussions):

Communicating with parents on all aspects of the care of the children
<i>i.e. how often and how would the parents like to be kept updated throughout the day?</i>
Providing well balanced and nutritious meals appropriate to the needs of the children
<i>i.e. meal plans, when shopping lists should be compiled and who will/how will the food be purchased:</i>
Taking children to playgroup / nursery / school
<i>i.e. who will be undertaking nursery/school runs and timings</i>
Travelling with the children and preparing for holidays, weekend visits etc.
<i>i.e. what to pack, how travel schedules will be communicated</i>
Cleaning and tidying the nursery, bedroom, playroom and other areas agreed with the parents
<i>i.e. specific requests, what areas the family would like cleaned/tidied</i>
Cleaning, laundering, mending and organising the children's clothes and toys
<i>i.e. specific requests, how often the parents want this completed</i>
Being responsible for all equipment related to the care of the children, including the cleaning and maintenance of items such as sterilisers, buggies, car seats, etc.
<i>i.e. specific requests, how often the parents want this completed</i>
Taking responsibility for the nanny purse; obtaining a receipt and providing a fully detailed list of weekly expenses
<i>i.e. what is the budget, what are the parents happy for the nanny to purchase</i>



Please note, Norlanders generally are not expected to (this list is not exhaustive):

- Cook and clean for the whole family in addition to the agreed nursery duties.
- Exercise, feed, bath or oversee any health care of pets unless otherwise agreed.
- Use their own personal money for any nursery expenses.
- Run errands for the adults within the family (e.g. dry-cleaning, collect prescriptions, etc.) unless mutually agreed.

Please use this box to note any additional duties that have been mutually agreed

<i>Agreed requirements:</i>

Preferences, Procedures and Permissions

Every family will have their own preferences they wish the nanny to follow. Many of these preferences will also include how to deal with emergency situations.

Please discuss the sections below and use the spaces to document expectations where applicable:

Administering Medications (prescription and over counter)
--

<i>i.e. which medication or treatment is the Norlander permitted to administer?</i>

Booking Medical Appointments

<i>i.e. what process should the Norlander follow when booking medical appointments?</i>

Emergency Medical Treatment

<i>i.e. is there anything the Norlander should be aware of regarding emergency medical treatment?</i>

Emergency Contacts

<i>i.e. who are the emergency contacts and where are these noted?</i>

Emergency Procedures

<i>i.e. is there a particular procedure the Norlander should follow in case of an emergency?</i>
--

Photos

<i>i.e. Is the Norlander permitted to take photos of the children? Where may these photos be stored? Which platform should the Norlander use to send you these photos?</i>
--

Phone/Internet/TV use

<i>i.e. are there any preferences regarding the Norlander using phones, internet or the TV?</i>

**Public Transport**

i.e. are there any restrictions on the use of public transport with the children? How far can they travel?

General Preferences**Overtime**

i.e. how will overtime be recorded? How much notice will be given for overtime required?

Annual Leave

i.e. discuss any dates either party has in mind for holidays. Are there any dates which will be difficult for the employer to allow the Norlander to have holiday, such as a regular busy period at work?

Day-time Guests

i.e. what are the rules about playdates, or friends visiting the home?

Food and Meals - during working hours

i.e. discuss whether there are any restrictions on food and refreshments that the Norlander may eat from the family kitchen. Is there a budget the employer wishes the Norlander to adhere to when eating out with the children?

Nanny Purse/Credit card/Cash card

i.e. weekly budget. What will be provided? How should receipts and documentation of spending should be recorded?

Overseas/Holiday Travel

i.e. discuss the likelihood of overseas travel and whether either party has any expectations or concerns regarding this

Professional Clothing and Jewellery

i.e. expectations for clothing and jewellery during work hours.

Please use this space to identify any additional expectations you may have as an Employer



Residential Nannies

Living together for both work and private time can be challenging for all parties involved and it is suggested that you discuss your preferences, expectations and needs from the outset.

Please discuss the sections below and use the spaces to document expectations where applicable:

Privacy
<i>i.e. how will you signal that you would like some time alone? (Having doors to communal spaces closed for example).</i>
Food and Meals – Out of Contracted Hours
<i>i.e. how you see the use of the kitchen working when the Norlander is off duty</i>
Guests
<i>i.e. is the employer happy for the Norlander to have guests to visit or stay overnight out of contracted hours? Is there a limit for this or a process both parties wish to agree on?</i>
Washing and Laundry
<i>i.e. if there is a shared washing machine and tumble drier, are there any preferences around how this might be used for the Norlander’s personal laundry?</i>
Cleaning and tidying the accommodation provided for the nanny
<i>i.e. who is responsible for maintenance and tidying the property/room</i>