



nannytax

advice sheet for nannies

Last updated: July 2014

Information is provided as guidance only. Whilst every effort has been taken to ensure the information is accurate and up-to-date, Nannytax will not be held responsible for any loss, damage or inconvenience caused as a result of any inaccuracy, error or omission.

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Working as a nanny

By law your employer must operate a PAYE Scheme for you and deduct Tax and National Insurance from your salary and pay this on your behalf to HMRC. They should also provide you with a payslip clearly showing all deductions made for that period. If your Tax and NI isn't being paid it will affect your entitlement to Statutory Rights and state benefits.

Detailed information is available at:
www.nannytax.co.uk/helping-you/paying-your-tax-ni

Nannies and Self Employment

Nannies do not meet HMRC's criteria for self-employment, so you should not agree to this if an employer asks you to pay your own Tax and NI.

A detailed explanation is available at:
www.nannytax.co.uk/employment-law/self-employment

Agree a Gross Wage

Nannytax recommends this so you and your employer know exactly where you both stand regarding your salary. You will also see the benefit when the Tax Free Allowance increases every tax year (where Net Agreements do not).

See the benefits of Gross Salaries at:
www.nannytax.co.uk/gross-vs-net-salaries/gross-vs-net

Contracts of Employment

A contract is a very important part of the employment relationship; you are entitled to receive one within 8 weeks of starting your new job and you are within your rights to ask for one. Get to know your contract – it is there for your benefit as well as your employer's. Amongst other important clauses you should ensure that it includes your employer's responsibility to operate a PAYE Scheme to deduct your Tax and NI.

More advice is at:
www.nannytax.co.uk/helping-you/contracts-advice-for-nannies

Statutory Rights

Being an employee on PAYE entitles you to certain rights. These include:

National Minimum Wage (NMW)

Unless you are a live-in nanny who is living as part of the family.

Statutory Sick Pay (SSP)

If you are sick for 3 days or more.

Statutory Maternity Pay (SMP)

If you have been working for the same employer for at least 41 weeks prior to the baby's due date.

Shared Parental Leave

Expectant parents will be able to split the allowed 52 weeks of childcare leave and statutory pay.

Redundancy

If you have been working for the same employer for at least 2 years. The amount paid is dependent on length of service and age.

Holiday Entitlement

The statutory entitlement is 5.6 weeks (28 days) for a full-time employee, pro rata for part-time employees. This includes the Bank Holidays.

Protection against unfair dismissal

If you have been working for the same employer for at least 2 years.

Full details explaining all employee rights are at:
www.nannytax.co.uk/useful-info

Workplace Pensions

The Pensions Act 2012 means that employers are obliged to automatically enrol qualifying workers into the pension scheme and contribute to their pensions. For nannies this will happen anywhere from 1 June 2015 to 1 February 2018.

More information can be found at:
www.nannytax.co.uk/helping-you/workplace-pensions



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The right to work in the UK

Employers are legally required to make thorough document checks to ensure you have the right to work on the UK, even if you are a UK national. This is called 'establishing the Statutory Excuse'. Your employer should take copies of the required documents and return the originals to you.

More information is at:

www.nannytax.co.uk/employment-law/statutory-excuse

National Insurance Number (NINO)

A National Insurance number is necessary to work in the UK. The Department of Works and Pensions will hold this information if you are a UK national. If you have come to work in the UK from overseas you will need to apply for a NINO from your local Jobcentre Plus.

More information is at:

www.nannytax.co.uk/helping-you/national-insurance-number

The Ofsted Register

Nannies are not legally required to register with Ofsted but can apply voluntarily. Registration is valid for 12 months. Ofsted have mandatory registration criteria and nannies must have:

1. Approved training in the Common Core Skills of Childcare and be suitable to work with children
2. A valid Paediatric First Aid Certificate
3. Public Liability Insurance in place (such as Nannyinsure)
4. An enhanced DBS check and disclosure

Please note: a DBS check is no longer included as part of Ofsted's registration fee and process. Ofsted can carry out a DBS check for you but there will be an additional charge.

Detailed information about Ofsted Registration, (including the current registration fees), training and guidance on DBS checks is at:

www.nannytax.co.uk/ofsted-registration/registering

Nannyinsure

At Nannytax we provide Nannyinsure, a specialist Public Liability Insurance policy designed for professional nannies. It protects you should anything happen to the children whilst they are in your care, while you are carrying out your nanny duties. It also helps to maintain a good relationship with your employer by providing peace of mind for both parties.

A Nannyinsure policy cost £70 per year and provides:

An indemnity of £5 million

- £50k Personal Accident cover
- Trips outside of the UK when travelling with at least one parent for 30 days in any one period of travel*
- Administration of Drugs and Medicines*
Cover whilst child is left with another approved adult for temporary periods*

A Nannyinsure policy is also suitable for Ofsted Registration and if you need a policy quickly, it can be done the same day.*

Find out more and apply for a policy at

www.nannyinsure.co.uk

** Conditions apply. Enquire for details.*

Nannyinsure/Nannytax is an Appointed Representative of Fish Administration Limited which is authorised and regulated by the Financial Conduct Authority for insurance mediation activities only.

Nannytax

You may like to mention Nannytax to your employer and suggest our service. By using Nannytax you and your employer will have the reassurance that your pay arrangements are being properly taken care of. We will:

- Fully operate and manage your PAYE Scheme on your employer's behalf
- Provide regular payslips for you
- Our Members Area will allow you to retrieve your own payslips (employer permission required)
- Provide a template Contract of Employment for your employer to use for you
- Administer SMP and SSP if required

For full service details ask your employer to visit:

www.nannytax.co.uk