

Nanny's Details

First name:

Surname:

Address:

Mobile:

OFSTED no:

Insurance:

Session Details

Date:

No. of children:

Fees and method of payment:

Address of babysitting session:

Parent Details

First name:

Surname:

Address:

Mobile:

In case of emergency, the nanny should contact:

Contact 1 name:

Contact 1 number:

If this person is not available they should contact:

Contact 2 name:

Contact 2 number:

Children's Details

| | | | |
|--|--|--|--|
| First name | | | |
| Surname | | | |
| Preferred name | | | |
| Date of birth | | | |
| Medical notes, including any medicine to be given, timings and dosages | | | |
| Doctor's contact details | | | |

Nanny signature:

Parent signature:

Date:

Date:

The parent agrees that the nanny may:

- Administer basic first aid if required
- Seek emergency treatment for the child(ren) from a medical practitioner if required
- Administer the medication detailed

The nanny has been given details of:

- First-aid box
- Fire protection and control equipment
- Fuse box, water and gas taps
- Torch
- Keys for doors and window
- Alarm system

The nanny has been informed of the child(ren)'s:

- Bedtime routines and bedtime
- Food and drink requirements
- Doctor's contact details
- Appropriate activities
- Medical conditions including allergies, medicines that may need to be administered and timings
- Changing arrangements

The nanny has been made aware of:

- Any pets
- Expected visitors

The nanny has been shown rooms they can use (and garden if appropriate) and in each case:

- Identified an exit route in case of emergency
- Checked for potential hazards, and identified these and any actions taken to resolve them below:

Nanny signature:

Date:

Parent signature:

Date: