

TERMS AND CONDITIONS

Data Protection registered. Registration number Z8991737

1. These terms and conditions represent a legally binding contract between Kids First(The Agency) and the employer(The Client) and the nanny(The candidate)
2. These terms and conditions apply only once the client has submitted the client registration form.
3. Kids First nanny agency only acts as an introduction and booking agent and **not an Employment agency**. The agency does not directly or indirectly employ staff. Staff are employed only by the client. The client is therefore responsible for the candidate's tax, national insurance and employee's contract.
4. Confidentially will be regarded as priority.
5. Whilst every effort is made to verify the background of the candidate and CRB are checked, the agency cannot guarantee that all of the information regarding the candidate is accurate. The client will be given details of candidates which are suitable for the clients needs. Therefore the agency shall not be deemed to have recommended any candidate; the choice of candidate for the post is reserved entirely to the client.
6. It is the client's responsibility to inform the agency as soon as the right candidate has been found.
7. The agency are not responsible for any malpractice occurring or liable under any circumstances for any loss, expenses, damage, costs or compensation, which the client may have incurred during the introduction of the candidate or once in employment.
8. The agency fee is for the placement of one candidate. If the client needs change or new candidate is needed and it is after the refund period then new full fees will apply.
9. Refunds will be given, please see fees and refunds. Although no refund will be given where the client retains the employment of the candidate, even is the client feels the candidate is unsatisfactory.

- 10.** Fees must be payable within 14 days from the date of invoice. The agency reserves the right to add on an additional surcharge of 10% of the invoice amount if the fee is not paid within this time.
- 11.** In the event that the candidate is offered the position then the client cancels this position then a fee of £75 will be payable to Kids First by the client.
- 12.** Kids First have the right to amend these terms and conditions without prior notice.
- 13.** Kids First have the right to decline any registration without explanation.

Please read through carefully before signing the registration form and returning it to Kids First.