

THE AU PAIR PROGRAMME GUIDELINES

AU PAIRS AND FAMILIES SHOULD ALWAYS ABIDE BY THESE GUIDELINES

Introduction

An English family that invites a foreign Au Pair into their home is expected to treat the Au Pair as they would the son or daughter of a family friend, and to provide the Au Pair with accommodation, food, pocket money and an opportunity to improve their knowledge of the English language. It is an ideal way for the Au Pair to learn the English language and way of life but it is important they try to adapt to the family's way of life.

Au Pair's Duties

Help care for the children, assist in the house, (vacuuming, dusting, light washing, ironing etc.) and help prepare meals for the children. Au Pairs will not be placed in families with children under the age of 3 years where there is a requirement for sole charge for long periods on a regular basis. An outline timetable of the duties will be included in the Au Pair's Invitation.

Hours of Work

EU and EEA Au Pairs only

Work 25 hours per week for pocket money of a minimum of £55 per week or 30 hours per week for pocket money of a minimum of £60 per week. Up to 35 hours per week (minimum pocket money £65 per week) can be worked by mutual agreement. Minimum of one free day including the evening per week. Free time available to attend English classes (not normally available in the summer months). Baby-sitting 2 evenings per week. Receive one week's holiday with pocket money for every six months worked (not applicable to Summer Au Pairs).

Non EU Au Pairs

As above but work a maximum of 25 hours per week for pocket money of a minimum of £55 per week with two free days per week. These are Home Office regulations.

Other Requirements - Au Pairs

Have a valid passport, (not necessary for EU citizens with an ID Card) and visa (if applicable). To pay all travel fares and any language course fees. You should come with an open return ticket or sufficient funds to pay for your fare home in case you have to return home earlier than expected. Stay for the agreed time. This is EXTREMELY IMPORTANT as the family will be relying on their Au Pair for the above duties and will have paid an agency fee based on the proposed length of the Au Pair's stay. If the Au Pair has to go home early at least two weeks notice must be given to the family. The Au Pair must have a responsible attitude and commitment towards the family and treat the family's home and possessions with respect. For example always ask what the family's requirements are regarding using the telephone, having friends to the house etc.

Other Requirements - Families

The family must provide the Au Pair with their own bedroom and make available all the facilities of the home, provide the Au Pair with all meals and pay the pocket money mentioned above. Treat the Au Pair as a member of the family and let them participate in family outings if they so wish. Ensure the Au Pair has sufficient free time to attend English classes and help the Au Pair find such classes, which are normally available in all towns. (English classes not normally available in the summer months). To terminate the placement two weeks notice should be given to the Au Pair.

Agency Service

In accordance with legal requirements we are not able to charge Au Pairs for our services although if the Au Pair registers with an Agency in their own country that Agency can and will probably charge a fee. We charge our family clients a fee. References are taken up on each family, Au Pairs provide references with their applications. When a family wishes to invite an Au Pair we send the Au Pair an Official Invitation giving full details of the placement including an outline of the duties required. This is the family's commitment to the Au Pair. By accepting the Invitation the Au Pair is confirming they will carry out the duties, this is the Au Pair's commitment to the family. Care is taken to try and match the requirements and preferences of each party with the other. Any problems should always be fully discussed between the parties and an amicable solution sought but the Agency is always available to give advice and assistance to both parties during the period of the placement. The Agency is however purely introducing one party to the other and cannot arbitrate on disputes since it is remote from both parties.

Medical Insurance

EU Au Pairs are not normally charged for doctor or hospital treatment under the UK National Health Service provided they are fit and well on arrival. The family should check with their family doctor to see if he/she is prepared to accept the Au Pair as an NHS patient (which means the Au Pair will not be charged) or as a private patient (when the Au Pair will be charged). NON EU Au Pairs may be charged for treatment. All Au Pairs can expect to receive free emergency treatment from a hospital. Au Pairs may wish to consider taking out medical insurance cover before leaving home and also travel insurance.

Immigration

(This paragraph does NOT apply to Au Pairs from EU or EEA countries.)

Upon arrival in England Au Pairs will have to produce to the Immigration Officer the Agency's Official Invitation and family letter as well as a good medical certificate with English translations. A valid passport and Visa (if applicable) must also be produced. If the Immigration Officer stamps the passport for a shorter period than the proposed placement, application to the Home Office will have to be made for an extension.