

Nanny Accreditation Scheme



Application Form

Prior to completing this form, please read the following:

To be considered for the Nanny Accreditation Scheme, you are required to hold a Level 2 or Level 3 Childcare and Education Qualification. Level 2 requires a further 1 year of relevant work experience. If unsure whether you meet the criteria, please contact us on 629901.

**Please supply 1 passport size photograph.
Please complete this form in BLACK pen.**

Personal details

Full Name: _____ Previous Names: _____

Address: _____

Post Code: _____

Tel. No. (home): _____ Tel. No. (mobile) _____

Email: _____

Date of Birth: _____

Nationality: _____

Social Security Number: _____

Please tell us about your residential status. Are you:

- Entitled (Someone who has lived in Jersey for a continuous period of 10 years).
- Entitled to Work (someone living in Jersey for last 5 years or married to an Entitled, Licensed or Entitled to Work person).
- Registered (Someone who does not qualify under the other categories).

Do you hold a current full driving licence? **YES/NO** Licence No.: _____

Do you have appropriate car insurance? **YES/NO** Policy No.: _____

Do you have Public Liability Insurance? **YES/NO** Policy No.: _____

Do you hold a full passport? **YES/NO** Passport No.: _____

Have you applied to the Nanny Accreditation Scheme before? **YES/NO.** If YES, when? _____

Where did you hear about the Nanny Accreditation Scheme? _____

Education and qualifications

Secondary school: _____

Address: _____

Postcode: _____

Dates attended: from _____ to _____

Qualifications gained including grades:

Further Education College/University _____

Address: _____

Postcode: _____

Dates attended: from _____ to _____

Qualifications gained:

Further Professional qualifications:

First Aid – (A current First Aid certificate must be held for Accreditation)

Date of First Aid Qualification (must be valid for accreditation): _____

Safeguarding Training – (must have been undertaken within the last three years for Accreditation)

Date of Safeguarding Training: _____

Continuous Professional Development (Examples of activities, reading material, courses attended to keep yourself professionally up to date):

Employment History (please include additional sheet if required)

Please start with your current employer and give reasons for any gaps in employment.

Current Employer: Name, Address and Phone Number	How many children do you care for and what are their ages?	When did you start working for this family?	What days and hours are you contracted to work?	Do you have a contract of employment and do you receive a monthly pay slip?

Previous employers details: Name, address & contact number	Position held	Dates – from and to (Month and Year)	How many children did you care for and what age were they?	Reason for leaving

Please continue on a separate sheet if necessary

Referees

Please give the name of your present employer, another recent employer and a professional who can give you a character reference. College leavers should give the names of lecturers/tutors or family placement. You should not give friends or relatives as referees.

Written references can also be enclosed with up to date contact details. (They will be copied and the originals returned to you).

Referee 1 (Present Employer) – (Please advise the JCCT if you do not wish for your present employer to be approached at this time).

Name: _____

Occupation: _____

Address: _____

Tel. No: _____

Referee 2 (Previous Employer)

Name: _____

Occupation: _____

Address: _____

Tel. No: _____

Referee 3 (Character) – This referee needs to have known you for a minimum of three years.

Name: _____

Occupation: _____

Address: _____

Tel. No: _____

Please seek permission from your referees before submitting their details.

Personal Health Questionnaire and Health and Safety Declaration

Health (Please delete where applicable)

Do you or have you ever suffered from:

Ear trouble or deafness	Yes/No
Eye trouble or defective vision	Yes/No
Heart trouble	Yes/No
High blood pressure	Yes/No
Back trouble	Yes/No
Giddiness	Yes/No
Other muscle or joint trouble	Yes/No
Fits or blackouts	Yes/No
Fainting attacks	Yes/No
Recurring stomach trouble	Yes/No
Recurring bowel trouble	Yes/No
Mental illness	Yes/No
Recurring headaches	Yes/No
Stress/Depression	Yes/No
Panic/anxiety attacks	Yes/No
Asthma	Yes/No

Have you any disability affecting:

Standing	Yes/No
Walking	Yes/No
Co-ordination	Yes/No
Stair climbing	Yes/No
Lifting	Yes/No
Use of hands	Yes/No
Ability to drive a motor vehicle	Yes/No

If you have answered "Yes" to any issues listed above, please give brief further details:

Do you consider yourself in good health at present? **Yes/No**

Are you at present attending the doctor for any reason? **Yes/No**

If yes, please give details _____

Have you had any previous operations? **Yes/No**

If yes, please give details _____

Are you on a waiting list to have an operation? **Yes/No**

Are you taking any tablets on a regular basis? **Yes/No**

Do you smoke? **Yes/No**

If yes, how many per day? _____

In the last year have you been off work due to injury or illness?

Yes/No

How many working days did you lose?

If yes are you now fully recovered?

Yes/No

If no, we may require a Doctor's certificate.

Personal Declaration

Have you been refused membership of any professional body/bodies?

Yes/No

Are you aware of any disciplinary procedures being or having been taken against you?

Yes/No

If YES please give full details: _____

Have you ever been dismissed from any employment?

Yes/No

If yes, please give full details: _____

Have you been cautioned by the Police or convicted by a court (whether civil or military) for offences?

Yes/No

If yes, please give full details: _____

Have you had a child removed from you care by order of a court?

Yes/No

Have you ever been the subject of a complaint?

Yes/No

If yes, please give details: _____

You will be required to complete a Police Check form at the JCCT offices. When you visit, you will need to bring two types of ID with you.

Please phone the JCCT offices on 629901 to clarify which documents are required.

DECLARATION

I hereby declare that the details shown are correct and complete to the best of my belief. I understand that any false statements, or the withholding of any relevant information, may provide grounds for rejection of my application, or termination of my accreditation to this scheme in future.

Applicant's signature.....

Date

Applications that are unsuccessful will be kept for a period of three years from the date of receipt, following which they will be destroyed.
Applications of successful candidates will form part of the accreditation file. This information will be stored securely both in hard copy and electronically for the duration of the accreditation and three years after the accreditation has ceased. After this time, the contents of the file will be stored in electronic format only at the Trust in line with our Retention Policy.

DATA PROTECTION

The information provided on this form will be processed in accordance with the Data Protection (Jersey) Law 2018. Please see our Privacy Policy attached.

I confirm that I have read the JCCT Privacy Policy.

Applicant's signature.....

Date

Checklist
Documents To Be Endorsed With Completed Application Form

Document	Notes	Enclosed
Photograph	1 Passport sized photograph	
Certificate of Qualification		
First Aid Certificate	If your First Aid Cert has expired, please contact St. John's Ambulance to book yourself a Refresher Course (Tel: 735611). Please provide evidence of your booking. – (other training providers may exist)	
Current Safeguarding Certificate	If you have not attended Safeguarding Training in the last 3 years, please contact the Safeguarding Partnership Board on 442759 or email them on Safeguardingtraining@gov.je to book yourself on a course. Please provide evidence of your booking.	
Personal Liability Insurance	<p>Please note, your Personal Liability Insurance must be in place for you to be accredited. It is therefore beneficial for you and your employer that the relevant insurance is valid from the first day of your employment.</p> <p>You may wish to visit Morton Michel on www.mortonmichel.com where you can apply online. – (when completing your application with Morton Michel, please take note of the following question in order to receive a discounted rate.</p> <ul style="list-style-type: none"> • Are you registered on, or have you applied to be registered on, the voluntary part of the Ofsted Childcare Register (England) or are you on, or have you applied to be on the Childcare Approval Scheme (Wales) or are you registered through an approved care agency in Scotland? <u>Or are you a Jersey Accredited Nanny?</u> <p>As you are in the process of registering, you will need to select 'Yes' in the first box and leave the Membership No. blank in the second.</p> <p>If you are unsure, please telephone the Jersey Child Care Trust on 629901. (other providers may exist).</p>	
Current Motor Insurance	If you are using your own vehicle to transport the children of the family for whom you are working, we will need to see your certificate of motor insurance showing the appropriate level of cover (ie. That the vehicle is being used for business purposes). If you use your employer's vehicle, we will need evidence that you are listed on their motor insurance and therefore we will need a copy of their certificate.	

Documents For Verification For DBS Purposes

Please phone the JCCT offices on 629901 to seek clarification in relation to the identification documents required for DBS purposes (Police Check).

Privacy Policy

The Jersey Child Care Trust (The Data Controller) is committed to protecting your personal information and being transparent about what we do with it. This policy sets out how we collect, process, retain and disclose your personal data.

Your privacy is important to us and therefore we ensure your data is collated, stored and processed in a fair and secure manner. We will offer you choices about the way you are contacted and will be clear about how we use your information.

All personal data is processed in accordance with the Data Protection (Jersey) Law 2018 for the purposes of providing you with a service you have requested, for example information in relation to:

- Childcare options
- Nursery Funded Places
- Special Needs Inclusion Project
- Nanny Accreditation
- Training opportunities
- Newsletters
- Fundraising activities and events
- Employment opportunities
- Student and Volunteer opportunities

We will in most cases require your consent to process information for the above purposes and occasionally we may process your information for legitimate interests, medical purposes, performance of a contract or compliance with a legal obligation.

There may be times when personal data is obtained from a third party e.g. as a result of a referral of a child by a professional, where parental consent has been given.

We have a duty to share personal information with professional agencies but only when there is a child protection or safeguarding concern.

To ensure that the information we hold is accurate and up-to-date, please let us know promptly of any relevant change to your contact details by emailing us on info@jcct.org.je

We only hold your personal data for as long as necessary to fulfil the purpose for which it was collected.

Personal information we collect about you, other than specified in the paragraph below will not be disclosed to any third parties except if required by Law; by order of the Court; or to protect the safety of a data subject.

As part of the services we offer you, such as booking training courses and sending you newsletters, the information you provide may be transferred to countries outside of the European Economic Area (EEA). By submitting your personal data, you are agreeing to this transfer, storing and processing. When information is transferred outside of the EEA in this way, we will take steps to ensure that appropriate security measures are taken to continue to protect your privacy rights as outlined in this Privacy Policy.

Donations

The Jersey Child Care Trust has no knowledge of, or access to any banking information that you submit to our JustGiving donation page. Any transactions made on the JustGiving website are made over a secure link. The information which we have access to, unless you have elected to remain anonymous, is your name, email address and the amount donated. This information will only be used to claim Jersey Gift Aid on donations over £50 for any online donations or any R10 forms in relation to manual donations.

Links to other websites

Our site may contain links to other websites. Please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies.

Cookies

Cookies are files which can be stored on your computer when you visit a website. These files contain information about the webpages you look at. We use cookies so that you can look at our website anonymously. No personal information is collected. The information is used to identify patterns, to improve our website and to learn about the number of visitors to our website.

Controlling Your Personal Information

- Whenever you fill in a form on our website, look for the box that you can tick to indicate your consent to the collection, storage and processing of that particular data.
- If you have previously agreed to us using your personal information to receive communications for example: our latest newsletters, training information or information relating to forthcoming activities and events you can change your mind at any time by emailing us at info@jcct.org.je

Please remember, you have a right to:

- access the personal information which we hold about you;
- correct your personal data
- withdraw your consent for the purpose for which the information is held;
- erase personal data from our records (unless there is a legal reason not to do so).
- restrict the processing of your data
- raise a concern with the Jersey Child Care Trust about our handling of your personal information. If you are not satisfied with the result of your enquiry, you have the right to lodge a complaint with the Information Commissioner's Office.

Questions

If you have any questions in relation to this policy or our website, please email us at info@jcct.org.je.

Alternative Contact Information:

The Jersey Child Care Trust
The Bridge
Le Geyt Road
St Saviour
Jersey

Tel: +44 (0)1534 629901.