



## Guidelines for Screening Nannies and Babysitters

### 1. Check References

- Ask for references from people who know the applicant.
- Listen carefully for tone.
- Elicit examples to support answers to interview questions.
- Among other questions, ask, “Would you hire this person again to care for your children?”

### 2. Do background checks (for applicants 18 years and older)

- Request a background check through your local police department or online.
- Check the National Sex Offender Registry to see if the applicant has been convicted of sexual assault.

### 3. Check driving records

- If your nanny or babysitter will be transporting your children, check their driving record through your local Department of Motor Vehicles.

### 4. Conduct an interview

- Get to know applicants by asking open ended and thought-provoking questions.
- Include questions about child sexual abuse prevention—e.g.,
  - ✓ Have you ever received sexual abuse prevention education?
  - ✓ What would you do if my child asked you to keep a secret from me?
  - ✓ How would you respond to my children grabbing each other’s genitals while bathing?
- Listen carefully for how the person responds to each question and watch body language—i.e., Is the individual warm and responsive? Does the person give examples and accept responsibility for their actions?
- Listen to your intuition! Your gut instinct is the best and most qualified interviewer! If you have a nagging or ambivalent feeling, or find that you are talking yourself into liking the applicant, they aren’t the right person for the job.

### 5. Get a signed agreement (see page two for sample)

### 6. Conduct a trial run

- Ask the sitter or nanny to supervise your children doing an activity and observe how they interacts with your children.
- Then go to another part of the house and leave the sitter alone with your children.
- Once the sitter leaves, ask your children about their experience and listen seriously to any concerns.



## Sample Nanny/Babysitter Agreement

(adapt as needed to fit your situation)

Nanny/Babysitter's name and contact info:	Date of birth: Driver's license:
Name and contact info:	Child's name: Child's name:
In the case of any emergency, contact the Parents immediately. If necessary, do not hesitate to call 911 or the Poison Control Center, prior to calling the Parents (see Family's list of emergency numbers).	

### Schedule

As needed

### Compensation

\$\_\_\_ per hour

### Expectations, Duties and Responsibilities

- SAFETY FIRST: BE ALERT AND ALWAYS AWARE OF POSSIBLE HAZARDS.
- Engage children in activities such as art projects, puzzles, language and motor skill development.
- Encourage reading; share the outdoors and nature through age-appropriate science projects, walks, collecting natural objects and learning about them or transforming them into crafts.
- Prepare quick, healthy snacks & meals for the children or help the mother/father prep meals as needed.
- Clean up directly following meals: Wash the child's table, put away food, wipe counters, and sweep up mealtime messes.
- Direct children to make beds and pick up toys and dirty dishes, etc.
- Do the children's laundry.

I agree to fulfill the Responsibilities of the job.

### Car Rules

- The Nanny will be able to use our car upon prior arrangement for the purpose of transporting the children or running miscellaneous errands.
- Children must be properly restrained in the family's car seats and/or seat belts, as directed by the parents, at all times. There is no texting while driving the family's car. Texting or personal calls while driving is grounds for immediate dismissal.

I agree to follow the Car Rules.



## Phone, TV & Internet Rules

- Personal phone calls, TV, and Internet usage must be limited to those times when attention is not required for childcare (e.g., nap time and school hours).
- No TV with the children unless otherwise approved. Minimize all media with the children. All media use must be approved by the Parents.

I agree to follow the Phone, TV & Internet Rules.

## Smoking, Drugs & Alcohol Rules

- Please no smoking in our home or car.
- Alcohol and drug use is grounds for immediate dismissal.

I agree to follow the Smoking, Drugs & Alcohol Rules.

## Discipline Rules

I agree to never to use any form of physical discipline

## Body-Safety Rules

Our children have been taught body-safety rules and we ask that you reinforce these rules.

- Our children do not touch other people's genitals and no one is allowed to touch theirs.
- Our children have been taught to obey authority figures, unless the authority figure asks them to break any of their body-safety rules or jeopardizes their safety in any way, in which case they have been given permission to say "No" to the person.
- Our children have been instructed to tell a safe adult if anyone tries to break any of their body-safety rules or asks them to do anything that worries or frightens them.
- Furthermore, we have open communication with our children and no topics are off-limits.
- Our children have been taught not to keep secrets from us.

I agree to follow the Body-Safety Rules.

***By signing below, I agree to perform the duties, meet the expectations, and follow the rules as outlined and inferred above. I also agree to communicate with the Parents in the [Name of Family] about any concerns I may have while caring for your children.***

Date: \_\_\_\_\_

Nanny/Babysitter Name: \_\_\_\_\_

Nanny/Babysitter Signature: \_\_\_\_\_

Family Name: \_\_\_\_\_

Family Signature: \_\_\_\_\_