

# AUSTRALIAN NANNY ASSOCIATION INCORPORATED

(Incorporated under the Associations Incorporation Act 2009)



Australian Nanny  
Association

## NANNY MEMBERSHIP APPLICATION

### **What is the Australian Nanny Association (ANA)?**

The Australian Nanny Association Incorporated (ANA) was established in 2012 by a small group of nannies and nanny agency owners to provide a support network for Australia's large nanny community, the families who engage their services and the agencies who facilitate the employment of nannies. ANA is the first Australian association to represent all sections of the nanny industry, and believes that the nanny industry can achieve the best possible outcomes for all involved by working together as a whole.

### **Why become a nanny member of Australian Nanny Association?**

Nanny members of the ANA will be recognised publicly as individuals dedicated to providing quality in-home childcare services with an ongoing commitment to professional development and practice. Nanny members will have the right to nominate and vote for ANA committee positions plus the opportunity to have their voices heard on issues being faced by the industry.

Upon successful registration nanny/manny members will receive:

- Membership certificate with unique registration number.
- Access to the ANA members-only Facebook support group.
- Access to the quarterly newsletter.
- Invitations to attend Annual General Meetings (AGM's) & additional events.
  - Ability to nominate themselves for executive and/or sub-committee positions.
  - Ability to vote for nominated persons to hold executive and sub-committee positions.
- Access to a variety of resources relevant to employment in the nanny profession.
- Access to discounts when renewing or applying for public liability insurance through NannySure Insurance (*further information provided once membership is approved*).
- Access to first aid course discounts with various providers including St John Ambulance.
- Coming soon: nanny activities, professional development opportunities, plus more!

## Membership Criteria

Nannies/mannies wishing to apply for ANA membership must meet the following criteria:

- Be a minimum 18 years of age
- Hold a current Working with Children Check (as per state/territory requirements)
- Hold a current Level 2 First Aid qualification (HLTFA311A, HLTFA301C, HLTAID003, HTLAID004).
- Hold a current CPR qualification and update yearly (HLTCPR201B, HLTCPR211A HTLAID001).
- Agree to the Australian nanny association nanny / manny member code of conduct.

## Important: Random Auditing of Membership Criteria

**Random audits of membership criteria will be undertaken by representatives of the ANA committee to ensure members are in compliance. Any members found to be non-compliant will be given 30 days to provide evidence of achieving compliance. If evidence of compliance is not received by the ANA committee within 30 days, the membership will be cancelled – without refund.**

## Membership Price

**\$50.00 per year.**

## Processing, Payment and Promotion

Please allow up to 4 weeks for your application to be reviewed and processed by the committee. All applications will be notified by email and payment details will be sent to you. Once payment has cleared your application will be finalised. Nanny members are encouraged to proudly display their membership certificate to potential and current employers. Please help support the professionalism of nannies and agencies in the industry by encouraging your nanny friends, agency or families employers to become ANA members.

# NANNY MEMBERSHIP APPLICATION FORM

NANNY APPLICANT TO COMPLETE THIS SECTION

I, \_\_\_\_\_  
[Full name of applicant]

Of \_\_\_\_\_  
[Address]

Date of birth \_\_\_\_\_

Contact phone number \_\_\_\_\_

Email address \_\_\_\_\_

Nanny employment status \_\_\_\_\_  
(e.g. full time - nanny share)

**For your nanny membership to be approved please provide us with the following details:**

- Working with children check/clearance information

Type of card, state/territory provider \_\_\_\_\_  
(e.g. WWCC, VIC / Blue card, QLD)

Name on card \_\_\_\_\_

Card number \_\_\_\_\_

Card Expiry \_\_\_\_\_

**If an agency or employer has obtained your working with children clearance please provide their details.**

Name of provider/issuer or holder: \_\_\_\_\_

Telephone number: \_\_\_\_\_

- First aid details

Name and code of first aid course: \_\_\_\_\_  
(e.g. Level 2 first aid HLTF311A)

Name of provider: \_\_\_\_\_

Date of issue \_\_\_\_\_

- CPR details

Name and code of CPR course: \_\_\_\_\_  
(e.g. How to perform CPR HLTCPR201B)

Name of provider: \_\_\_\_\_

Date of issue \_\_\_\_\_

I declare that the above information is true and correct and give permission for the Australian Nanny Association to verify any information considered necessary to process my application.

- I agree to be bound by the Australian Nanny Association Constitution (which can be found here: <http://goo.gl/BOSuIB>), and the Nanny / Manny Member Code of Conduct (attached below).

\_\_\_\_\_  
Full name of applicant

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

**The Australian Nanny Association by law are required to keep a public register of all members. It is mandatory to have your full name, date of membership, membership number, State/Territory and postcode available, which may be used for limited purposes specified in the model constitution. Please note however we do not share additional details including your postal and/or residential address unless required to do so by law.**

Please tick here to acknowledge that your details (as specified above) will be provided on the public register and can be viewed by other members as per model constitution guidelines (failure to acknowledge this requirement will forfeit your application).

**Please return completed form to  
[enquiries@australiannannyassociation.org](mailto:enquiries@australiannannyassociation.org)**

**ANA**

# **CODE OF CONDUCT - FOR NANNY / MANNY MEMBERS**

Australian Nanny Association (ANA) members play an important role in the provision of childcare in the home for Australian families. This code of conduct outlines the expectations that the ANA has of its members, who must agree to the code of conduct at the time of application. While at this point in time it is not a requirement for nannies or mannies to do so, we suggest that nannies or mannies familiarise themselves with the Early Years Learning Framework and incorporate the five learning outcomes into their practice.

[http://docs.education.gov.au/system/files/doc/other/belonging\\_being\\_and\\_becoming\\_the\\_early\\_years\\_learning\\_framework\\_for\\_australia.pdf](http://docs.education.gov.au/system/files/doc/other/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf)

## **1. Relationships with children - the nanny / manny will:**

- a) Ensure that children's routine needs are met (e.g.: sleep, meals, nappy changing, toileting and bathing).
- b) Ensure that children's social and emotional needs are met (e.g.: making sure they feel safe and providing opportunities to interact with other children).
- c) Maintain a safe environment for children at all times taking particular care when out in the community (e.g.: park, museum or supermarket).
- d) Respect the rights of children, and treat them with dignity.
- e) Respect children's personal space, but give comfort / show affection where appropriate.
- f) Interact with children in a positive, encouraging manner.
- g) Be a positive role model, modelling appropriate behaviour and language.
- h) Encourage children to express themselves, and respond respectfully and supportively.
- i) Provide experiences that assist in the overall development of the child, including experiences that promote the development of self-reliance and self-esteem.
- j) Incorporate the children's interests when planning activities and outings.
- k) Utilise every day experiences as learning experiences (e.g.: discuss colours when buying vegetables, or identifying different types of motor vehicles when on a car trip).
- l) Help children to develop awareness of their belonging to a community.
- m) Use positive behaviour guidance techniques (e.g.: praising and encouraging appropriate behaviour).
- n) Never physically discipline a child, handle a child roughly, or speak to a child in an aggressive or humiliating manner.
- o) Where child abuse is suspected, take appropriate steps to inform the relevant authorities for the protection of the child/ren. (The ANA committee is available for guidance should a nanny find themselves in this situation).
- p) Maintain confidentiality in regards to children's personal or medical circumstances.

## **2. Relationships with families - the nanny / manny will:**

- a) Be respectful and courteous in your interactions with the families who employ you, including their extended family.
- b) Respect, and work within the cultural values and beliefs of families.
- c) Strive to develop an open, respectful and communicative relationship with families.
- d) Support the relationships of the children and their families, and support families in their roles raising their children.
- e) Work collaboratively with families to provide quality care for their children, communicating throughout the day where appropriate.
- f) Report any accident or injury to a child to the family as soon as practicably possible.
- g) Take care with the family's possessions and property, and report any accidental damage to the family as soon as practicably possible.
- h) When responding to, or raising concerns with families, do so in a respectful and diplomatic manner with an aim to come to a resolution that all parties are comfortable with.
- i) Refrain from sharing photographs of, or details about children on social media without the clear consent of the family.
- j) Maintain confidentiality and respect the families right to privacy at all times.

## **3. Professionalism: A member nanny / manny will:**

- a) Maintain compliance with ANA membership criteria and provide evidence of compliance when requested by the ANA committee in the case of a random audit.
- b) Adhere to this code of conduct.
- c) Adhere to the ANA Facebook group code of conduct.
- d) Conduct themselves in a professional manner.
- e) Work within the limits of the role, and refer parents / children to other professionals where appropriate. (e.g.: don't offer medical advice about children in your care, refer parents to medical professionals).
- f) Treat colleagues in the nanny community with respect, both in person and on social media.
- g) Engage in reflective practice, learn from experience and identify areas for improvement.
- h) Value social equality and diversity in the community.

**Nannies and mannies are encouraged to obtain nanny insurance, enrol in an appropriate childcare qualification if they don't already hold one, and attend professional development opportunities such as workshops or local council parenting information sessions.**