

# AupairLine International Ltd

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## CODES OF CONDUCT FOR AU PAIR AND HOST FAMILIES

**We request that you sign both copies of this agreement and return one copy to us with your Host Family Application form.**

### HOST FAMILY AGREEMENT

1. We(1) \_\_\_\_\_ confirm that we have read all written materials provided by the au pair agency and that we fulfill all criteria. We understand that the au pair programme is a cultural exchange programme and not a contract of work and shall treat our au pair as a member of the family and not hired help.
  2. We confirm that we have answered all questions honestly and that all information in our host family application (including description of au pair duties) is true.
  3. We shall not encourage our au pair to travel to our family before we have agreed the placement with the agency and our au pair has obtained a proper visa (if required). After receiving confirmation of placement, we shall stay in touch with our au pair and shall arrange to pick her (2) up at the nearest airport or train station on her arrival in the host country.
  4. We agree to pay costs for our au pair as specified in the programme guidelines in addition to room, board and health insurance (if applicable). We shall give the au pair pocket money :as specified in the program guidelines and this will be paid weekly in arrears.
  5. We are familiar with and agree to abide by all programme guidelines regarding the number and distribution of working hours, au pair duties, pocket money. free time, holidays, language courses, transportation costs. insurance, the termination of the an pair arrangement and any other related conditions.
  6. Upon arrival in our home, we shall discuss with our an pair in detail our and her expectations of the au pair arrangement, including a written or verbal explanation of the weekly or daily routine, her precise duties, time off and advice on handling the children. We are aware that she will need time to adjust to her new surroundings and responsibilities and shall, accordingly, provide our au pair with a familiarisation period.
  7. We understand that we are inviting the an pair in our home primarily to take care of our children. We understand that we can ask the au pair to undertake light household duties and make a fair contribution to the cleanliness of the “common” areas of our home in addition to keeping her own room clean and tidy.
1. For the purpose of clarity, the host family is referred to in this pledge in the plural form. All points are also applicable to single-parent host families.
  2. For the purpose of clarity, the au pair is referred to in this pledge to the feminine form. All points also apply to male au pairs.

8. We shall give our au pair regular reports on her progress and performance throughout the stay.
9. We shall set house rules (e.g. use of telephone and facilities within the home. daytime and overnight visitors, curfew. smoking, etc.) for our au pair.
10. We shall discuss and agree the free time arrangements with the au pair well in advance.
11. We shall introduce our au pair to the culture of our country and will assist her in the learning of our language. We shall also ensure that our au pair has the opportunity to visit a language school on a regular basis. We understand that as participants of an Au Pair Cultural Exchange Programme we shall behave in a responsible manner and shall respect cultural differences and display tolerance towards our au pair.
12. We agree to ensure that at all times our children treat the au pair with respect and courtesy.
13. We realise that the success of the Au Pair Cultural Exchange Programme depends largely on our own initiative. We shall try to integrate our au pair into our family life and, should any problems arise, communicate openly with her and actively seek a solution.
14. We shall make every effort to resolve any differences with the au pair. If we have any problems or questions which cannot be discussed and resolved with the au pair, we shall contact the au pair agency for assistance in accordance with the procedures advised by them.
15. If no solution can be reached and the Au Pair Cultural Exchange Programme needs to be terminated, we understand that a notice period must be respected in accordance with the Programme guidelines. During this notice period, the au pair shall perform normal duties and we shall continue to supply the au pair with room, board and pocket money.
16. We understand that we shall be expelled from the programme without compensation and that our au pair will be taken out of our home without a replacement if
  - we fail to abide by this agreement and programme guidelines
  - we have falsified or failed to disclose any material information in our application
  - we accept the au pair in our home before receiving an official confirmation of placement from the Au Pair agency
  - we are responsible for repeated problems with au pairs
17. We shall notify the Au Pair agency immediately if there are any changes to the information included in our application.
18. Should we decide to cancel our application for the Au Pair Cultural Exchange Programme, we shall inform the Au Pair agency at once.

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

Signature of Host Mother \_\_\_\_\_

Signature of Host Father \_\_\_\_\_