



RECOMMENDED PRACTICES

EDUCATORS

The International Nanny Association recommends these practices but has no authority to require a member to adhere to them. INA does not represent that the Association has the authority to discipline a member for a violation of the letter or spirit of what is recommended. Consequently, the INA assumes no responsibility or liability for the action of any member of the Association.

INA recommends that any person who is establishing a school, training program or workshop for the education of nannies, newborn care specialist or specialty nannies follow the recommended guidelines in each of the following categories as they pertain to that educational program:

Conducting of Business

Abide by all pertinent laws and regulations. The INA recommends that Educators be knowledgeable about and comply with all applicable laws and regulations affecting placement operations in their jurisdictions, including but not limited to licensing requirements, immigration laws, and wage and labor requirements. INA urges Educators owners to check with their state Attorney General, Department of Labor, Secretary of State, IRS, Board of Education or the regulatory body that oversees business licensing in the location where the Educators will do business to find out what licensing, if any, is required.

Be truthful when speaking about the program. The INA recommends that Educators be ethical and truthful when speaking and sharing programming information with potential students, students, families, and other individuals.

Educational Curriculum

Be clear about required curriculum hours. The INA recommends that Educators be up front and honest with students about the hours needed to complete the school, training program, or series of workshops. The INA does not recommend a set number of curriculum and training hours but instead defers to the specific guidelines set forth by the licensing and/or registration body in the state where each school is based.

Use research-based science for curriculum. The INA recommends that Educators use research and evidence-based science for the curriculum that is fact-based and pulls from the American Academy of Pediatrics and the World Health Organization, National Association for the Education of Young Children and INA Recommended Practices for Nannies and NCS or the governing body related to the country they are based in.

Provide a database of educational material. The INA recommends Educators provide a list of suggested educational material for extended and continued research and education.

Course Completion and Job Placement

Clearly communicate graduation requirements. The INA recommends that Educators provide a clear and easy to understand list of requirements students need to achieve in order to pass the training course or receive a certificate. These requirements should be strictly adhered to.

Course Completion and Job Placement (continued)

Use the correct term for course completion. The INA recommends that Educators use the appropriate term for what those who complete all aspects of the program will be called. The program can be a certificate program, a credential, or a certification. Note that rules and regulations surround each of those terms and Educators should fully understand what each means and only use the correct and legal term for each.

Accurately represent the student's job placement and prospects after course completion.

The INA recommends that Educators accurately represent any placement services offered after course completion and job/income prospects to students. There should be no guarantee of placement if the placement is offered.

Educational Competencies for Nannies and NCS

Competency related to the developmental needs of children. The INA recommends that Educators train and evaluate the caregiver's competency in these areas:

- Observation and assessment behavior of children.
- Plan and implement consistent daily routines.
- Create an environment to foster trust, self-esteem, and independence in children.
- Utilize age-appropriate behavior management techniques in interaction with children.
- Plan and implement developmentally appropriate play and learning activities for children in the home and in the community.
- Choose and care for developmentally appropriate play materials and equipment.

Competencies related to physical care of children. The INA recommends that Educators train and evaluate the caregiver's competency in these areas:

- Perform tasks related to the physical care of children.
- Maintain appropriate hygienic standards for children regarding bathing, hand washing and care of hair and teeth.
- Feed, change and bathe infants.
- Prepare infant feedings and care for feeding equipment.
- Select clothing appropriate to the child's physical/social activities.
- Plan and supervise rest, bed and nap times.
- Plan and prepare nutritionally balanced meals and snacks.
- Care for the mildly ill child.
- Recognize symptoms of common childhood illnesses.
- Keep accurate records.
- Perform appropriate first aid techniques.
- Handle emergency situations.
- Observe appropriate safety precautions.
- Maintain up-to-date first aid and CPR certification.

Educational Competencies for Nannies and NCS (continued)

Competencies related to interaction with parents/employers. The INA recommends that Educators train and evaluate the caregiver's competency in these areas:

- Communicate effectively, both orally and in writing.
- Keep a daily journal or logbook.
- Articulate a personal philosophy of child care.
- Maintain the confidentiality of the employing family Demonstrate knowledge and understanding of parent/employer's philosophy of childrearing and recognize the special role a nanny assumes in becoming a part of the childrearing "team."
- Recognize the ultimate authority of parents in making decisions regarding the welfare and care of the child.
- Respond to family requests in a timely manner.

Competencies related to professionalism, personal development, and social skills. The INA recommends that Educators train and evaluate the caregiver's competency in these areas:

- Present a professional attitude and appearance.
- Use good judgment.
- Utilize appropriate language and manners.
- Demonstrate initiative in daily planning and performance of tasks and an ability to work unsupervised.
- Participate in career related professional organizations.
- Participate in social, cultural and educational activities to enhance personal growth and to maintain and improve competency.

Competencies related to domestic tasks and care of the child's environment. The INA recommends that Educators train and evaluate the caregiver's competency in these areas:

- Perform domestic tasks related to the care and maintenance of the child's areas of the home such as the bedroom, playroom, bathroom, and outside play area.
- Provide clean and appropriate clothing for the children.
- Observe safety precautions appropriate in a private home.