

PRE-MOVE RESEARCH - QUICK REFERENCE

Domestic worker and nanny employer research checklist

Use this before recruiting to identify the lawful route, price fair employment and build a child-safe household arrangement from home.

MOVING FROM	DESTINATION / CITY	PLANNING CURRENCY	LAST CHECKED

HOW TO USE

Read the linked SettleHappy guide first. Tick an item when the answer or evidence is saved in your own move folder. Recheck volatile facts before paying or applying.

1 Define the relationship

- ☐ Write the actual weekly job: cleaning, cooking, household management, childcare, driving, elder care, pet care and every task outside scope.
- ☐ Identify whether a company supplies a service, an agency places a worker, or the household becomes the legal employer.
- ☐ Confirm the intended employer is eligible and the worker is authorised for this occupation, employer and workplace before any work begins.
- ☐ Save the current government route, agency licence and required contract or registration forms in the move folder.

2 Verify the person and childcare evidence

- ☐ Check identity proportionately and contact at least two references directly; record dates, duties, child ages, reliability and reason for leaving.
- ☐ Test first aid, allergies, medicines, feeding, sleep, school collection, pool, transport and emergency judgement using the family's real scenarios.
- ☐ Agree a paid observed handover before sole-charge care and define the evidence needed before responsibilities increase.
- ☐ Translate high-risk instructions and ask the candidate to explain them back rather than simply agree.

3

Build fair written terms

- ☐ Record place, start, duration, ordinary hours, usable breaks, on-call or overnight time, weekly rest, leave, holidays and notice.
- ☐ Itemise wage, payment date and method, overtime or extra duties, 13th-month/THR/insurance/social contributions where applicable and every lawful deduction.
- ☐ For live-in work, specify private accommodation, food, utilities, phone access, visitors, religious practice, privacy and genuine off-duty time.
- ☐ Attach household rules for discipline, photos/social media, cameras, authorised collectors, transport, medicines, incidents and emergency calls.

4

Price and maintain the employer file

- ☐ Compare total annual cost: pay, employer charges, recruitment, permits, medical/insurance, room and food, leave cover, travel, renewals and ending costs.
- ☐ Calendar pay, leave, contribution, permit, passport, medical and renewal evidence; keep copies available to both parties.
- ☐ Review the job after two and six weeks, then record changed duties or hours instead of allowing role creep.
- ☐ Write a safe concern, dispute and exit route; never retain identity documents, use recruitment debt or hide the arrangement from authorities.

5

Make the pre-move decision

- ☐ Record the preferred service or employment route for each shortlisted country and why the household is eligible.
- ☐ List unresolved authority, agency, adviser and reference questions with an owner and response date.
- ☐ Set no-go conditions: no verified permission, unclear employer, worker-paid recruitment debt, no direct references or no safe childcare handover.
- ☐ Choose whether domestic support remains an optional benefit or is essential to the move; if essential, keep a lawful backup plan and budget.

Information, not regulated immigration, legal, tax, financial or medical advice. Verify current requirements with issuing authorities, providers and appropriately qualified advisers.