

Only when we can meet all men as their friends in a spirit of caring and sharing, can we call upon others to tread the same path.

### TO THE EMPLOYER

You will wish the foreign worker in your house to stay with you, to do her work well, and to be happy.

A clear understanding between employers and employees is essential if the time together is to be of benefit to both.

These suggestions are offered because difficulties often arise from ignorance or wrong impressions.

*Before the worker arrives* make sure that she understands:—

- (a) What the work will be—tell her all the duties she is expected to undertake.
- (b) The minimum free time to expect, including time for church, and what holidays are given. Keep the free day really free. No washing up left to do on her return.
- (c) The form and class of transport by which you expect her to arrive. Arrange for her to be met at the station.
- (d) The kind of surroundings in which you are situated, town or country, large or small house, communications by bus or train, and opportunities for learning English, by classes or private lessons.

*When the worker arrives* make sure that she understands what is said.

She may be easily confused and give wrong answers, or act incorrectly. Speak slowly and quietly. Write down your directions. (It is useful for the employer to know someone who can speak the girl's language).

Give her a comfortable warm place for her spare time. If possible, a wireless. Allow her to invite her friends at suitable times. Continental girls expect a bedroom of their own, for privacy and study.

Help her leisure to be happily spent. A local club may welcome her, or a class for handwork or dancing. She should have opportunity to worship in the way nearest to her own.

It is important for her to learn our language. Books in English and other languages can be had from Public Libraries.

Explain our different ways of living. Foreigners can feel neglected or offended by the absence of customary courtesies. Encourage her by a word of praise now and then. It is needed and it helps her to feel at home. Hand-shaking is very much more used on the continent. Help her to choose her doctor and to understand her insurance.

If at all possible give your domestic worker a written testimonial when she leaves. This can be a help to her later on in her own country.

### TO THOSE WHO COME TO HELP IN HOUSEHOLDS

You are probably meeting a strange country, a strange language, and strange customs. This is likely to be confusing and you may not at first be happy. Do not be disheartened.

**Country.** The climate is much damper. Wear enough woollen clothes, and adapt yourself to sudden changes of weather.

**Language.** Make clear when you do not understand. It saves misunderstanding. Take trouble to learn English, if necessary with a teacher. Your welfare organisation will help you to find one, if your employer cannot do so.

If you find it difficult to make happy use of your leisure time, we will send you the address of someone who will help you.

The University of Cambridge Local Examination Syndicate, 47 Bateman Street, Cambridge, sets examinations in two grades of difficulty for foreign students.

The Royal Society of Arts, 28 Victoria Street, London, S.W.1. set examinations in English for foreigners in three stages. (Syllabus price 6d.).

The County Education Officer will give information of other courses (County Hall at your county town).

**Customs.** Different habits may seem odd or discourteous. The formal greeting and the hand-shake are far less used. Reserved natures take longer to know, but they often repay our patience.

You are here not only to learn English, but to work and to share interests around you. Try to make your work satisfactory to yourself and to your employer.

Those who meet you will think of your country as they think of you. Please remember that you are responsible in your way for the reputation of your country.

Do not lose touch with your Church. Your welfare organisation will tell you where to find your nearest priest or pastor.

### Working together. Please do—

- any job given to you willingly and as well as you can.
- write home cheerfully! Tell them the funny things that happen!
- make the best of each day.

### Please do not—

- leave all the responsibility to the English family. The home is important for all of you.
- forget that you are here to share in English life, not a series of outside entertainments.
- forget when you go home to leave your room a tidy and clean memento of your visit!



## INFORMATION

for the Foreign Worker and Visitor

Issued by The Friends of the Island,  
Thatches, Brasted Chart, Westerham, Kent,  
The British Vigilance Association,  
17a King's Road, London, S.W.3.

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“Travel, in the younger sort, is a part of education; in the elder, a part of experience.”

### SOME WAYS OF VISITING GREAT BRITAIN

In general, there are few opportunities for free hospitality today, so as we wish to know each other, we have to find other ways of meeting.

**Exchange.** Many thousands of school children now make visits with group transport and stay in English homes. This work is carried on through many channels including school officials.

**Ministry of Labour permit.** This allows girls over 18 to undertake paid work for a year, either in a domestic capacity, or nursing. The Ministry occasionally issues permits for other professions, and for men.

**Au Pair.** An arrangement by which a foreign girl is invited to live as a member of a British family, and in return for her keep, and possibly some pocket money, helps with the lighter housework and care of children. A letter of invitation is needed before application can be made for a visa. The success of this plan depends upon both sides remembering the needs of the household and of the visitor.

### Enquiries should include a stamped addressed envelope or International Postal Coupon.

There is a welcome to Continental Visitors and Workers in the Francis Room, St. Martin-in-the-Fields, Trafalgar Square, W.C.2 (down the steps to the left of the Church) on  
Wednesdays, 3.30—5.30 p.m.

To meet English and Continental friends, obtain advice or information and to rest and enjoy fellowship

Mrs. Vivyan Bremner, Friends of the Island,  
Thatches, Brasted Chart, Westerham, Kent,

The Rev. David Savill,  
5 St. Martin's Place, London, W.C.2.

**Short Educational Courses, Conferences, Holiday Camps.** These are arranged by many different organisations.

1. Join up with a school or youth group in your own country, making a visit to a sister organisation in Britain.

2. Apply to join one of the excellent international school and youth camps run in all parts of the country.

3. Join a large number of young people who come each summer to harvest camps, staying on afterwards in youth hostels and with British families.

4. Come for a youth hostelling, bicycling, camping or canoeing holiday, asking for the help of the appropriate British organisation, and getting contact with young British people taking the same kind of holiday at the same time.

5. Join an International organisation in your own country, and enjoy the informal contact arranged with individual British families.

6. Stay at one of the many holiday centres in the loveliest parts of the country. Such holidays are not expensive, there is a resident host at each centre, and rambles, excursions, socials, dances and sing-songs are arranged. You may well be the only foreigner in a group of British people.

7. Attend an adult education residential summer school, where among a group of English people you can study a wide variety of subjects.

**Addresses** of some agencies for employment and exchanges can be given on request, and the *International Catholic Girls' Society* has an employment department for girls (mainly students) Catholic and Protestant, wishing to live and work with British families. 12 Cottesmore Gardens, London, W.8.

## A SELECTION OF ADDRESSES

- The British Council**, 35 Davies St., London, W.1., organises short courses and summer schools for students and teachers from abroad.
- Catholic Holiday Guild**, Hibbert Lane, Marple, Cheshire. Holiday homes in N. Wales, Lakes, Scotland.
- Co-operative Holidays Association**, Cromwell Range, Fallowfield, Manchester 14. Centres for open-air holidays.
- E. Sussex Education Committee County Residential Centre**, Hassocks. Holiday courses (ages 16-23). Music, films, expeditions.
- Fellowship of Reconciliation**, 29 Gt. James St., London, W.1. Short Conferences (ages 15-25) in Suffolk and other centres.
- Holiday Fellowship**. Friendly, inexpensive holidays at their centres. 142 Gt. North Way, London, N.W.4.
- International Friendship League**. Local meetings and visits to British families; Holiday Centres, 3 Cromwell Road, S.W.7.
- International Church Fellowship**. Friendly gatherings and lectures, inexpensive week-ends. 11 Donnington Rd., Kenton, Middx.
- Moor Park College**, Farnham, Surrey. Courses for foreigners who like to find out the British way of life.
- National Association of Mixed Clubs & Girls' Clubs**, Holiday homes and camps. 30 Devonshire St., London, W.1.
- National Institute of Adult Education**, 35 Queen Anne St., London, W.1. List of Residential Summer Schools (1/2). Music, dance, drama, etc.
- Othona Community**, Bradwell-on-Sea, Essex, holiday camp under simple conditions. Aims at satisfying body, mind and spirit. Warden: Rev. N. Motley. Sec.: 70 Sixth Avenue, London, E.12.
- Pathfinders**. House-Parties and Tours, 77 Carter Lane, London, E.C.4. Centres in Isle of Wight, Lake District, Cornwall, Wales and Scotland. Fellowship and rambles. Moderate charges.
- Wistow Centre** for International Christian Friendship and Service, Newton Harcourt, Leicester. Country life, recreation & lectures.
- Youth Hostels Association**. Handbook for Gt. Britain, price 9d. 29 John Adam Street, Strand, London, W.C.2.
- Youth Travel Club Universal Ltd.**, 46b Holland Park, London, W.11. Holidays by coach; exchanges; with Inter-Church Travel (branch) introducing English and Continental congregations to each other.

You might be included in **Agricultural Camps**, National Union of Students (Vacation Work Department), 3 Endsleigh St., London, W.C.1., or **Work Camps** organised by:—International Voluntary Service for Peace, 19 Pembroke Villas, W.11; Friends Work Camps Committee, Friends House, Euston Road, London, N.W.1; British Council of Churches, Youth Dept., 10 Eaton Gate, S.W.1; United Nations Assn., 25 Charles St., London, W.1.

## THE "AU-PAIR" PLAN FOR HOUSE-DAUGHTERS

A house-daughter pays her own fare from and to the Continent and is very willing to do her fair share of the work, but she comes to be a member of the family, not a domestic. Her main objective is to gain experience in English conversation and to see something of our way of life.

This plan can only be a happy one if it starts with a sympathetic and frank exchange of requirements, depending upon the needs of the whole household.

Help with books, teachers and sight-seeing is a courteous preface to a satisfactory visit. Organised English lessons, with or without an examination, should be arranged.

If knowledge of English life is wanted, the best way is to take a real interest in the family and local activities.

*A house-daughter should remember* that she is provided with board and lodging and that this costs the host family a good deal of money. (Hospitals and other institutions deduct from the wages of resident domestic workers about £2 a week to cover board and lodging). Possibly she gets pocket money as well (average £1 a week) and is paid for when there are family excursions. It is therefore fair and reasonable to help willingly with the household chores such as making beds, washing up, tidying and dusting, perhaps shopping or taking and fetching the children from school. Heavy cleaning is not expected of a house-daughter.

At the same time, *the host family is reminded* that a house-daughter is not a maid. She is not paid as such and cannot be asked to work as long as a maid. As a general rule, she will want at least one whole day a week in addition to free afternoons and/or free evenings on which she is free of duties and can attend classes, visit museums, read, etc. She should be regarded as a member of the family, sharing fully in the life of the family, which means helping with the duties as well as joining in the social life. In other words do not ask anything of a foreign girl which you would not like your daughter to be asked by a strange family.

The au pair arrangement is a very personal one and in consequence varies greatly from household to household. It is best, therefore, to state clearly in the preliminary correspondence: (a) which kind of help is desired—housework or with children, and (b) whether pocket money will be given.

It is to be hoped that both partners to the agreement wish to leave pleasant recollections, as their own country will to a certain extent be judged by their behaviour.

In case of difficulty, help and advice are offered by appropriate organisations.

**N.B.—The house-daughter should not start her journey until she has obtained an au pair visa from the nearest British Consulate. A letter of invitation from the host is required before the Consulate can consider an application for a visa.**

## TO THOSE WISHING TO WORK IN GREAT BRITAIN

Please read these notes carefully!

- 1. First essentials:** an employer and a labour permit.
- 2. Posts available.** Foreigners are usually only allowed to fill posts for which there are not enough British applicants. In practice this means that, unless they have very special qualifications or skills, only *resident domestic* posts in private homes or hospitals are readily available to *women and girls*. Labour permits for these posts are issued by the British Ministry of Labour only on condition that the employee is over 18, is single (or divorced or widowed) and has no dependent children. *Married couples* without children can also apply for resident domestic work together. Girls can also train or be *nurses or assistant nurses*.  
It is more difficult for *men* to find employment approved by the Ministry of Labour. Usually a special skill is a pre-condition; or the job represents a training period and a student/employee permit is issued. Men should get advice from their professional organisation or trade union or, when appropriate, apply to their national branch of the International Association for Exchange of Students for Technical Experience. Sometimes the employing firm has connection with a British firm.
- 3. To find an employer.** In many continental countries, the Ministry of Labour or comparable Department can help. In others, voluntary organisations (e.g. Les Amies de la jeune Fille) can help, or British employment agencies are allowed to advertise.
- 4. Conditions of employment.** When you are put in touch with an employer, make sure that he knows how much experience of housework you have and how good your English is (or is not). Also, **AS THERE ARE NO LAWS IN GT. BRITAIN ABOUT WORK CONDITIONS FOR DOMESTIC WORKERS**, ask him:—
  - (i) whether the *wage* offered is gross or nett (i.e. whether your share of the weekly national insurance contributions—at present 5/6d. for women—will be deducted from the figure mentioned), and whether it will be *paid weekly or monthly*. The employer will not receive a permit unless the pay he offers is equal to or above that usual in the district.
  - (ii) how much *free time* you can expect. In hospitals there is a 48 hour week and regular free time, though sometimes there is shift work. In private houses free time varies very much, but should not be less than 2 half days a week and one whole free day once a fortnight.
  - (iii) how much *paid holiday* to expect and after how long. Again, in hospitals paid

holidays are the rule but not all private employers offer this. (It is unusual for a private employer to give money in lieu of board and lodging when a maid goes on holiday).

(iv) what your *duties* will be and whether there is any other help in the house.

**5. Fares.** It is best to pay your own fare. If you cannot do so and your employer sends you money or a ticket, ask him whether this is an advance to be deducted in instalments from your pay. If it is a gift, ask whether there are any conditions attached to it.

**6. The Labour Permit.** When the conditions of employment have been agreed, the employer applies to the British Ministry of Labour for the permit and in due course you will receive it. When you have the labour permit, a passport, and have been medically examined, you should apply to the nearest British Consulate for a visa to enter this country.

*You MUST NOT start your journey without waiting for the labour permit and visa. You may be turned back at the port.*

The labour permit which is usually valid for one year is not a contract—though all concerned, and you yourself, will be hoping you stay in your job for a year. Should you have good reason for leaving your job, you can do so by giving either a week's or a month's notice according to whether you are paid weekly or monthly, provided you have not signed a binding contract. If possible give longer notice than necessary so that your employer has time to find a substitute (and see also 5).

If you want another job, it is best to ask the local Ministry of Labour to help you. Under no circumstances can you start in another job without the permission of the Ministry of Labour.

**7. General. National Health Service.** From the day of arrival here everyone can have free medical and hospital treatment. This is independent of the National Insurance Scheme.

*National Insurance Scheme.* This is compulsory. You are responsible for collecting your insurance card from the local office of the Ministry of Pensions and National Insurance, but your employer is responsible for stamping it weekly. When you have enough stamps you can draw unemployment, industrial injuries or sickness benefit should occasion arise. (You may be well advised to continue to pay insurance in your own country as well).

If during your stay you are in need of advice or help, please apply to your welfare organisation or embassy.