

OFSTED INSPECTION PREPARATION CHECKLIST



Be ready, be confident, show what makes your setting great!



Planned Inspection Window: _____

Inspection Type: _____
(Routine / Monitoring / Follow-up)



Setting Name: _____

Manager / DSL: _____



Date Checklist Completed: _____

Completed By: _____



1. LEADERSHIP & MANAGEMENT

Yes No N/A

- Leaders have a clear vision and high expectations
- Policies and procedures are up to date and accessible
- Safeguarding is effective and embedded
- Staff recruitment, induction and vetting are robust
- Staff training is up to date and relevant
- Supervision, coaching and appraisals are regular and effective
- Self-evaluation is accurate and ambitious
- Action plans are in place and reviewed
- Governance arrangements are effective

Notes / Evidence:



2. QUALITY OF EDUCATION

Yes No N/A

- Intent, implementation and impact are evident in curriculum
- Planning is purposeful and reflects children's needs and interests
- Children make good progress from their starting points
- Assessment is accurate and used to inform next steps
- Children have opportunities to develop vocabulary and communication
- Teaching is consistently good
- Provision supports all areas of learning
- Children are motivated and engaged
- Additional needs are identified and well supported

Notes / Evidence:



3. PERSONAL DEVELOPMENT

Yes No N/A

- Children are happy, confident and settled
- Behaviour is appropriate and well managed
- Children understand how to keep healthy
- Independence and self-care are promoted
- Children show respect and kindness
- Diversity and inclusion are valued
- Children are prepared for their next stage
- Attendance is monitored and supported

Notes / Evidence:



4. BEHAVIOUR & ATTITUDES

Yes No N/A

- Children behave well
- Expectations are clear and consistent
- Staff are positive role models
- Children play and learn cooperatively
- Transitions are calm and well managed
- Incidents are rare and managed well
- Children feel safe and secure

Notes / Evidence:



5. SAFEGUARDING

Yes No N/A

- Safeguarding policy is up to date and known
- Staff understand safeguarding roles and responsibilities
- Records are accurate, up to date and secure
- Environment is safe and risk assessed
- First aid provision is adequate
- Children know how to keep themselves safe
- Safer recruitment and DBS checks in place
- Allegations management procedure is followed

Notes / Evidence:



6. LEARNING ENVIRONMENT

Yes No N/A

- Indoor and outdoor areas are safe, clean and well maintained
- Resources are high quality and accessible
- Displays are current and purposeful
- Environment supports learning and independence
- Inclusive resources reflect diversity
- Room is organised and clutter-free
- Health & safety checks are up to date

Notes / Evidence:



7. DOCUMENTATION & RECORDS

Yes No N/A

- Children's records are complete and up to date
- Attendance registers are accurate
- Risk assessments are current and reviewed
- Policies are available and implemented
- Complaints record is up to date
- Training records are complete
- Medication records are accurate
- Evidence of progress and impact is available

Notes / Evidence:



8. OTHER PREPARATION

Yes No N/A

- Staff meeting held to discuss inspection
- Everyone understands their role
- Key information is easy to find
- Information for parents is up to date
- Setting values and ethos are visible
- Child voice is evident
- Leaders and staff feel confident

Notes / Evidence:



KEY THINGS TO REMEMBER

- ✓ Be yourself – inspectors want to see your setting as it really is.
- ✓ Talk about impact – show how you improve outcomes for children.
- ✓ Keep children at the heart of everything you do.
- ✓ Evidence your practice – but make it your usual practice!



FINAL CHECK

- Have you completed all areas of this checklist?
- Is evidence easy to find and up to date?
- Are you ready to showcase your amazing setting?



You've got this! Your hard work makes a real difference to children every day.

