

Preparation for Ofsted starter checklist

Items/issues	✓ or X	Items to be done and date started	Completed – date and signature	Checked by? Located where?
Senior staff briefed and aware of location of key documents or files, inspection day information				
Policies and procedures up to date?				
Staff meeting notes up to date?				
Records of staff inductions				
Records of training booked for staff List of dates, places, courses				
Staff with key responsibilities – aware and training ongoing				
Self-assessment form completed recently?				
Development plan up to date?				
Evidence of parents' views Records of complaints				