Nursery Ofsted Readiness Checklist

Safer Recruitment & Safeguarding

☐ All staff recruitment checks (DBS, right-to-work, references, qualifications) are completed, verified, and recorded.
☐ No recruitment documents or references are outstanding.
☐ Safeguarding and incident logs are up to date and include full audit trails.
☐ All staff have read and acknowledged the EYFS Statutory Framework and Keeping Children Safe in Education (KCSIE).
☐ Staff understand and can explain the procedure for reporting safeguarding concerns.
☐ Evidence of a strong safeguarding culture is visible across the setting (posters, discussions, training records).

Leadership, Staffing & Continuous Improvement

☐ Leadership has clear oversight of compliance, training, and staff ratios.
☐ Staff supervisions and appraisals are completed and recorded for every team member.
☐ All mandatory and refresher training is current and documented.
☐ Staff development and CPD plans are in place and reviewed regularly.
☐ There is clear evidence of how practice and provision are monitored and improved.
☐ Leadership can demonstrate purposeful decision-making and effective governance.

Organisation & Evidence

☐ Time-stamped records are maintained for safer recruitment, training, and policy compliance.
☐ Current staff ratios and qualification details can be produced on request.
☐ All policies are dated, reviewed, and signed by relevant staff or management.
☐ Evidence files or reports are ready to present during inspection.
☐ Records (digital or paper) are consistent, well organised, and accessible to leaders.

Inspection Day Readiness

☐ Internal audits or mock inspections are carried out regularly.

☐ Action plans are up to date, and any identified improvements are completed.

☐ All staff are confident in discussing safeguarding, EYFS practice, and their individual roles.

☐ The environment is well presented and reflects day-to-day standards.

☐ Documentation and evidence are up to date and easy to access.

☐ Inspection Day would simply showcase existing good practice — no last-minute preparation needed.

Notes:

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