

Preparing for an inspection

The notification call for an inspection should not be a cause for panic. Methodical preparation will mean you know what you need to do, helping the inspection to go smoothly and giving you the best chance of getting the judgement you deserve.

But, are you as ready as you think you are? NDNA has put together a list of questions that you can ask yourself.

1. Are you aware of the expectations for your first conversation with the inspector during the notification call?
2. Do you have an inspection action plan in place so you know who will be responsible for what?
3. Do you know what documentation you will need and where is it kept?
4. How do you prepare for your inspection as a team? For example, do you explore scenarios with your staff, such as asking them “What would you do if an inspector asked you about how the nursery implements British values?”
5. How often do you complete peer observations? How confident are your staff when being observed?
6. Do you know which member of staff will be part of the joint observation with the inspector? Do they know what the role involves?
7. How often do you review and evaluate teaching practice? How confident are you that there is a consistent approach to teaching?
8. What documents will you use to demonstrate your methods for evaluating the quality of your practice?
9. What data do you collect and how do you use it to inform your planning? What impact does it have on children’s outcomes?
10. How do you demonstrate the progress that children have made in your setting?



Planning in advance by answering these questions will help you to be as prepared for an inspection as possible.

Find out more: Contact our training team for more information about inspections on 01484 407070 or email training@ndna.org.uk