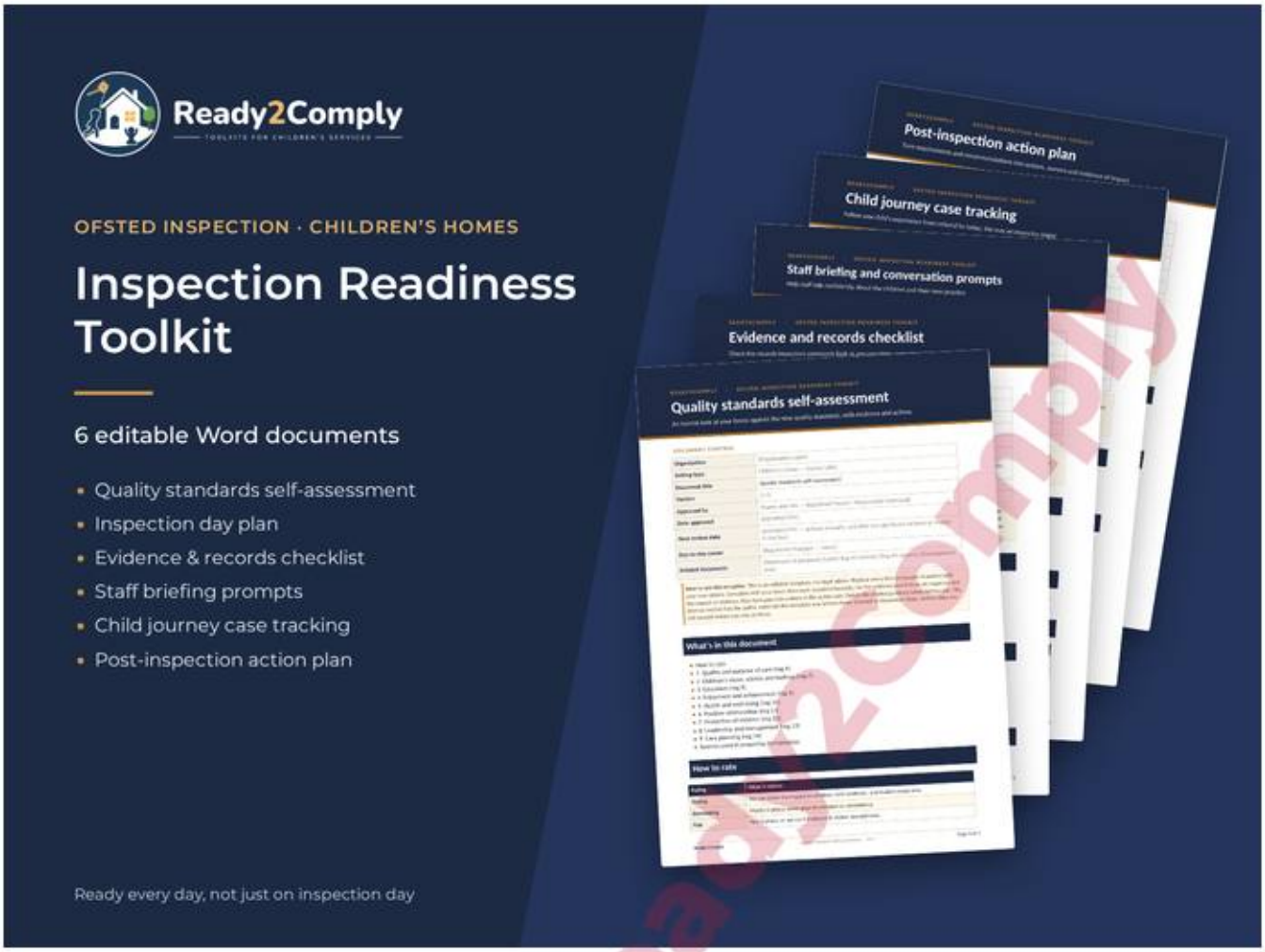

FREE SAMPLE

Ofsted Inspection Readiness Toolkit

What's in the full version

- **Quality standards self-assessment**
- **Inspection day plan**
- **Evidence and records checklist**
- **Staff briefing and conversation prompts**
- **Child journey case tracking**
- **Post-inspection action plan**

Pages in this sample

– Quality standards self-assessment (page 2)
– Evidence and records checklist (first page)

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1 Quality and purpose of care (reg 6)

What good looks like: Care matches the statement of purpose; children's backgrounds and needs understood; homely environment.

Prompt	Our answer
Our rating	[Strong / Developing / Gap]
Evidence we would show	[ ]
Impact on children (examples, anonymised)	[ ]
What children say	[ ]
Actions needed (owner, date)	[ ]

2 Children's views, wishes and feelings (reg 7)

What good looks like: Children's views shape their care and the home; advocacy; complaints known about.

Prompt	Our answer
Our rating	[Strong / Developing / Gap]
Evidence we would show	[ ]
Impact on children (examples, anonymised)	[ ]
What children say	[ ]
Actions needed (owner, date)	[ ]

3 Education (reg 8)

What good looks like: Attendance, progress, links with schools and the virtual school; learning at home.

Prompt	Our answer
Our rating	[Strong / Developing / Gap]
Evidence we would show	[ ]
Impact on children (examples, anonymised)	[ ]
What children say	[ ]
Actions needed (owner, date)	[ ]

4 Enjoyment and achievement (reg 9)

What good looks like: Activities, hobbies, interests and achievements celebrated.

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Evidence and records checklist

Check the records inspectors commonly look at are complete, current and easy to find

DOCUMENT CONTROL

Organisation	[Organisation name]
Setting type	Children's home — [name, URN]
Document title	Evidence and records checklist
Version	[1.0]
Approved by	[Name and role — Registered Person / Responsible Individual]
Date approved	[DD/MM/YYYY]
Next review date	[DD/MM/YYYY — at least annually, and after any significant incident or change in the law]
Day-to-day owner	[Registered Manager — name]
Related documents	[Inspection day plan]; [Records policy]

How to use this template: This is an editable template, not legal advice. Replace every item in [square brackets] with your own details. Work through this monthly or when an inspection is due. Tick only what you have checked yourself. Delete the shaded guidance boxes before use. The Sources section lists the public materials this template was written from, checked in November 2026; confirm they are still current before you rely on them.

What's in this document

- 1 Core documents
- 2 Monitoring and oversight
- 3 Children's records
- 4 Staffing
- 5 Incidents and safeguarding
- Appendix A — Gaps found
- Sources used in preparing this template

1 Core documents

☐ Statement of purpose: current, reviewed, matches practice

☐ Children's guide: current, in formats children understand

☐ Location risk assessment reviewed at least annually (reg 46)

☐ Development plan up to date

☐ Policies reviewed and dated

☐ Insurance, fire, gas and electrical certificates current

2 Monitoring and oversight

☐ Reg 44 reports for each month, with responses to

☐ Manager audits of case records, medication and

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