

What Ofsted will ask to see

Prepared for **Susan Smith, Smiling Hands Nursery** (URN EY000001) — 21 July 2026

● Ofsted rating: **Good** last inspected **14 March 2025**

The records and arrangements an early years inspector most commonly asks to see first, in one place. It is a preparation aid, not a guarantee of any inspection outcome.

SAFEGUARDING & SUITABILITY

- ☐ A designated safeguarding lead (DSL) is named and has completed the lead child-protection training for the role EYFS 3.4, 3.31
- ☐ A single staff suitability record: identity checks, vetting and references, plus each DBS certificate number, its date, and who obtained it EYFS 3.18
- ☐ An enhanced DBS check for everyone aged 16 and over, with a written re-check policy and DBS Update Service status checks EYFS 3.15
- ☐ A reference obtained for every new member of staff — including students and volunteers — before they start EYFS 3.20
- ☐ Disqualification declarations held, and any disqualification acted on to keep children safe EYFS 3.22

STAFFING, RATIOS & FIRST AID

- ☐ Staff:child ratios met for each age band at all times, with the staffing arrangements you can evidence through the day EYFS 3.46–3.56
- ☐ A current paediatric-first-aid certificate holder on the premises whenever children are present, and in the room while children eat EYFS 3.36, 3.63
- ☐ At least one approved level-3 member of staff in each age group, with at least half of the rest holding an approved level-2 qualification EYFS 3.47–3.50

DAILY RECORDS

- ☐ A written record each time a medicine is given, with written parental permission and the parent told the same day EYFS 3.60–3.61
- ☐ A written record of accidents or injuries and the first aid given, with parents informed EYFS 3.77
- ☐ Children's attendance monitored, with absences followed up in a timely way EYFS 3.11

POLICIES & PROCEDURES

- ☐ A written safeguarding policy covering concerns about a child, allegations against staff, and how phones, cameras and imaging devices are used EYFS 3.5–3.6
- ☐ A whistleblowing procedure that all staff know how to use EYFS 3.7–3.8
- ☐ A written complaints procedure, with the outcome given to the complainant within 28 days EYFS 3.98
- ☐ An emergency evacuation procedure, with working fire detection and control equipment and clearly identifiable exits EYFS 3.79–3.80

LEADERSHIP

- ☐ Safeguarding training for all staff, in line with the Annex C criteria, renewed annually **SPECIMEN — SAMPLE DATA**
- ☐ An induction covering emergency evacuation, safeguarding, child protection and health & safety EYFS 3.33
- ☐ Regular supervision arrangements for staff that support practice and keep the focus on children EYFS 3.34–3.35
- ☐ The events that must be notified to Ofsted known, and notified within the 14-day limit where one applies EYFS 3.10, 3.102–3.103

SPECIMEN