
Ofsted Readiness for School Business Leaders

with Jo Gathern & Emma Daziel



Our Goals for Today

- Greater understanding of own Ofsted responsibilities
 - Know how to prepare for an inspection
 - Have Ofsted confidence!
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Our Journeys

Your Journeys

Variation of SBL roles

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Variation of responsibilities

The Inspection

- Safeguarding
 - Knowledge
 - Evidence
-

Safer Recruitment

- Knowledge
 - Who?
 - Evidence
-

Single Central Record (SCR)

Get to know your SCR, intimately!

SCR Structure

- Mandatory vs local policy
 - Compliance
 - Format
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Data Matters!

- Dates
 - Gaps / Missing data
 - Responsible Staff
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Evidence!

- Personnel files
 - 3rd Party Records
 - Review Records
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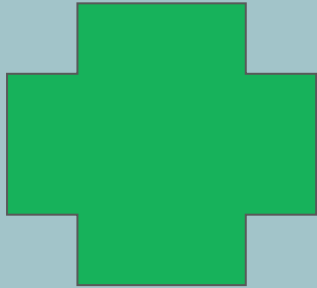


Group Discussion

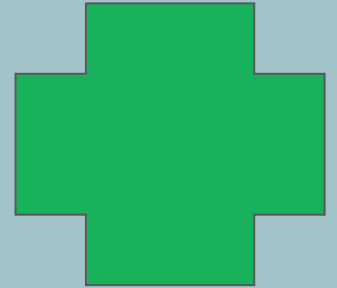
It may not end there.....

Risk Assessments, etc.

First Aid



- Compliance
- Training Records
- Certificates



After School Clubs / Wraparound Care

- Hot food prep
 - Registration / Hand-over
 - Staffing Ratios
 - First aid
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Do You Have a Shared Space?

- Nursery School (not attached)
 - Children & Family Centre
 - Sports Facility
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In the Ofsted 'Window'

You know the call is coming, but you don't know when.



Handbook Point 73

During the initial notification phone call, we will ask the school to confirm the information we hold about the provision.

Key Information:

- Number of pupils on roll
 - The governance arrangements for the school
 - Pupils with special educational needs and/or disabilities (SEND)
 - Nursery provision for 2- and 3-year-olds or additional resource provision
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Handbook Point 96

The inspection support administrator will also send the school a letter setting out that the following information must be made available to inspectors by 8am the next day, at the formal start of the inspection - records and information about behaviour and attendance, including.....

Up-to-date attendance analysis for all groups of pupils:

- Whole School
 - FSM
 - Pupil Premium
 - SEN
 - EAL
 - EYFS
 - M/F
 - Traveller/Non-Traveller
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Records and analysis of pupils taken off roll

Records and analysis of exclusions and suspensions, incidents of poor behaviour and any use of internal isolation

Prepare the Office Team

- How to respond to 'the call'
 - Visitor procedures
 - Display Safeguarding Notice
 - Smile!
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The Call



SLT Meeting

Clear your diary!

Recap

- Roles & responsibilities may vary - know yours
 - Know Safer Recruitment procedures and your SCR intimately
 - Evidence, evidence and more evidence!
 - Be prepared
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