

**The following documents must be made available by the end of day of notification of an Inspection Visit. These may already be accessible to SEYT on Google drive, if so, there is no need to forward them to SEYT.**

1. Staffing List including qualifications, training plus dates, DBS number, checks with dates, named safeguarding lead and SENDCo (template attached)
2. Safer recruitment process – interview process (meet the team, interact with children supervised, formal/informal interview, induction, probationary period), references.
3. Staffing arrangements/rota
4. All policies – Fire Policy to include the date of the most recent fire check and the dates of the fire drills carried out within the last 12 months (2 per annum as a minimum).
5. Initials of all children who are subject to a TAC, CIN, CP Plan or are a LAC.
6. Menus (where appropriate) so they can be supported by The Health Improvement Commission
7. Up to date SER