

Monitoring Visits

Guidance for monitoring visits in pre-schools

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Providing Inspection services for:
Department of Education
Department for the Economy
and other commissioning Departments



Introduction

ETI will conduct monitoring visits to a number of pre-schools which are currently in the follow-up inspection process. This guidance provides key information about the purpose and format of monitoring visits in pre-schools.

A monitoring visit will be conducted by the District Inspector (subject to availability) over one day. There will be no published report following the visit; however, ETI will provide oral feedback to the pre-school, and a short summary note to the Department (copied to the pre-school).

The focus of the visit will be on the actions of the pre-school, prior to the pandemic, to address the areas for improvement identified in the original inspection. It will focus on current priorities and the impact of the COVID-19 pandemic on the curriculum, including practical experiences, and the quality of learning and teaching. The visits are intended to support pre-schools to reflect on their current provision with a view to being well-prepared for when inspections resume¹.

In light of the current COVID-19 pandemic, the ETI will follow appropriate health and safety guidelines and the procedures set out by each pre-school, including the wearing of face coverings as required. Further information on the steps that inspectors will take when visiting schools and centres, to ensure the visit is carried out in as safe a way as possible, is available on the ETI website:

[ETI guidance on visiting organisations | Education Training Inspectorate \(etini.gov.uk\)](https://www.etini.gov.uk/guidance-on-visiting-organisations)

Overview of the visit

The pre-school will receive notification, through a telephone call from the District Inspector, around two weeks prior to the visit to make the necessary arrangements, which will include clarification of the current organisation of the day.

Inspectors do not require additional information or documentation to be produced. They will review relevant information and existing routine working documents in whatever format they are used by the pre-school, for example, the development plan and associated action plans.

There will be discussions with staff, and meetings (which may be organised remotely) with representative/s from the Management Committee and the Early Years Specialist as appropriate.

Inspectors are aware that the COVID-19 pandemic has impacted on the provision for learning and teaching and on learning experiences. The visit will include observation of practice (which may be outdoor learning) with professional dialogue about how things are going for staff and children in these circumstances.

¹ Owing to COVID-19, inspections were paused on 18 March 2020 until further notice (subject to review).

At the end of the monitoring visit, the pre-school will be provided with oral feedback on the findings. A representative from the Management Committee and the Early Years Specialist may attend this feedback at the invitation of the pre-school.

A summary note on the monitoring visit will be provided to the Department of Education, and to the pre-school; a report will not be published.

The summary note will cover:

- areas for improvement identified in the original inspection;
- any changes in the pre-school's context;
- the nature and impact of any action/s the pre-school has taken following the inspection/or follow-up inspection;
- the nature, extent and impact of the external support provided by the Early Years Organisation (as appropriate); and
- the appropriateness of the current priorities for improvement as identified by the pre-school.

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