

# The Inspection Process

## *Information for the Management Group or Proprietor*

### INSPECTIONS OF PRE-SCHOOL EDUCATION CENTRES

#### WHY IS THIS PRE-SCHOOL BEING INSPECTED?

All pre-school education centres receiving funding from the Department of Education (DE) are inspected and visited regularly by the Education and Training Inspectorate (ETI).

The inspection in this pre-school centre, in which you are a member of the management group or the proprietor, will tell you and others about how well:

- > the children are progressing in their learning;
- > the centre is helping them to learn and develop; and
- > the centre is attending to the children's care, welfare and safety.

Inspections tell **all** those who need to know, such as the parents, DE, the Pre-school Education Advisory Group (PEAG) and the Government, about the quality of the education being provided and about what needs to be changed if improvements are required.

#### WHO INSPECTS?

An inspection team has members of ETI who have qualifications and a range of experience in the field of early years education. The team is led by a Reporting Inspector (RI) who is in charge of the inspection and the report of the findings. In most inspections, an Associate Assessor (AA) will accompany the RI.

#### WHAT HAPPENS DURING AN INSPECTION?

The inspectors:

- > observe the children during their play and other activities;
- > talk to the children about what they are doing;
- > observe the work of the staff; and
- > talk to the Principal/Leader and the staff about the centre's programme

They assess:

- > how well the children are learning and developing;
- > the quality of the working relationships throughout the centre;
- > the way in which the centre looks after the children's needs, including the arrangements for child protection/safeguarding;
- > the quality of the centre's environment;
- > how well the centre is managed and led; and
- > how well the centre relates to the parents and the wider community.

#### HOW CAN I CONTRIBUTE TO THE INSPECTION PROCESS?

You can give your views on how well the centre is doing by:

- > completing the confidential questionnaire prior to inspection;
- > meeting the RI to discuss the leadership and management of the centre and to take forward any recommendations from the inspection; and
- > contacting the RI by telephone or letter to Mrs E Wells in Inspection Services Branch (see the telephone number and address below).

#### FURTHER INFORMATION

The following documents are available via the ETI website: [www.etini.gov.uk](http://www.etini.gov.uk)

Evaluating Pre-school Education  
Evaluating Pastoral Care  
A Charter for Inspection  
Improving Inspection - Procedures for Handling Enquiries, Comments or Complaints

#### WHAT HAPPENS AFTER AN INSPECTION?

When the report on the pre-school centre is published, **you** will be sent a copy.

If the report finds that there are important areas for improvement, the management group/proprietor will be asked to draw up an action plan and a follow-up inspection will take place.

If the management group or proprietor wishes to comment on any aspect of the inspection or the report, or to receive any further information about the inspection process, the Chairperson or proprietor should write to the Chief Inspector at the address below.

**The Chief Inspector, the Reporting Inspector and Inspection Services Branch may be contacted at:**

**Department of Education  
Rathgael House  
Rathgill  
43 Balloo Road  
BANGOR  
Co Down  
BT19 7PR**

**Telephone: 028 9127 9726**