

## Information and Documentation to Support Inspection

The ETI gains information and views from pupils, parents, staff and governors through questionnaires and discussions. Inspectors observe learning and teaching, and review samples of the children and young people's work.

The ETI does not require you to produce additional information or documentation specifically for the purposes of inspection.

In terms of **documentation**:

### Required documentation

- the school development plan, associated action plans and evaluations in the format used by the school to demonstrate the impact of actions taken;
- safeguarding proforma and associated policies;
- key statistical information as outlined in the inspection guidance; and
- timetables and staff roles/responsibilities.

### Access to<sup>1</sup> existing routine working documents (in whatever format they are used by the school and at the school's current stage of review)

- planning to meet individual needs (including individual education plans);
- long- and medium-term planning; and
- school policies as required by the Department of Education<sup>2</sup>.

### Other full inspection documentation

- summary evaluation proforma (post-primary); and
- pre-inspection questionnaire for governors.

**Inspection guidance** and **support materials** are available at [ETI website](#).

<sup>1</sup> Access may be in electronic form.

<sup>2</sup> [Guide to governor roles and responsibilities](#)