

Quick Start Guide

One workbook for your six-month quality-of-care review: plan the focus, organise evidence, capture stakeholder themes, record findings, track actions and prepare the report.

Before you start: save the workbook wherever your organisation keeps management records. Everything you type stays in that file — it is never uploaded to us.

1. Set up the review

Open the START sheet. Enter the review period, target completion date and home details. These stay in your copy of the file — nothing is sent anywhere.

2. Decide the review focus

On REVIEW PLAN, pick the areas that matter this cycle and note why. Not every area needs reviewing every six months.

3. Review relevant evidence

On EVIDENCE, log each source you consider and — most importantly — the management-level finding. Reference records; don't copy confidential case detail across.

4. Consider stakeholder views

On VIEWS, capture themes from children, parents/carers, placing authorities and staff. Themes, not names. The Dashboard shows which groups are still outstanding.

5. Record findings

On FINDINGS, write down what the evidence appears to mean. Classify each one: Strength, Area for improvement, or Further review required. Nothing is scored or graded.

6. Create actions

On ACTIONS, give each improvement an owner and a due date. Excel works out Overdue / Due soon / On track for you, and surfaces urgent work on the Dashboard.

7. Prepare the report

The REPORT sheet pulls your findings and open actions into a print-ready structure with space for your narrative. Export to PDF or lift the content into the Word template.

Good to know

- No macros — Excel will not show a security warning. Works in Excel 2010 or later.
- Formulas are protected against accidental edits, but nothing is password-locked away from you. Unprotect any sheet from the Review tab if you need to.
- The white bordered cells are yours to fill in; the grey ones calculate themselves.
- The worked example (Willow House) shows a completed review with entirely fictional data.

The Regulation 45 Review Toolkit is an independent management-support resource. It is not produced, approved or endorsed by Ofsted and does not replace legislation, statutory guidance, organisational policies or professional judgement.

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