



CIW Sign-In/Out Compliance Checklist

What inspectors look for in Welsh nurseries | Keep this by your sign-in desk

How to use this checklist: Print this sheet and review it monthly (or before a CIW inspection). Each item reflects what inspectors commonly check during visits to Welsh childcare settings.

✓ Daily Sign-In/Out Records

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Accurate arrival and departure times recorded for ALL children

Every child must have exact times logged - not rounded estimates. "9:00am" for everyone raises red flags.

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Parent/authorized person signature or electronic confirmation

Must show WHO dropped off and collected each child. First and last name required.

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Staff arrival and departure times logged

Inspectors cross-check staff sign-in against ratios. Missing staff records = instant compliance issue.

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Records are legible and complete (no blank rows or missing data)

Paper registers with gaps, crossed-out entries, or illegible writing fail inspections.

⚠ **Emergency Readiness**

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Real-time register accessible within 2 minutes for fire drills

Inspectors may ask: "Show me who's on premises RIGHT NOW." Can you do it in under 2 minutes?

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Register includes visitors, contractors, students on premises

Not just children and staff - EVERYONE on site must be accounted for.

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System works even during power cuts or technology failures

Digital-only systems must have a backup. What happens if WiFi goes down during an emergency?

✓ **Record Retention & Access**

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Previous 6 months of sign-in records readily accessible

Inspectors often request historical records. Can you produce them in 5 minutes?

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Records stored securely and comply with GDPR

Paper registers locked away after hours. Digital records password-protected and encrypted.

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System shows child:staff ratios are maintained

Your sign-in data should prove you never exceeded ratios. Inspectors will check this.

✓ Best Practice (Goes Beyond Minimum Compliance)



Parents can't leave without signing out (physical or system barrier)

Top-rated nurseries make sign-out impossible to forget.



System flags when children haven't been collected on time

Proactive alerts prevent safeguarding issues.



Records available in Welsh and English

Shows commitment to Welsh language standards.

Wootzoo

Bilingual childcare management platform for Wales

www.wootzoo.com | Helping Welsh nurseries stay compliant and save time