BEACON HELP · GUIDE

Nurseries

Nursery details, rooms, site notes and self-assessment



BEACON VERSION
2026.11

PUBLISHED
25 November 2026

FOR
Area support managers and nursery managers

ONLINE
help.beacon.earlytree.co.uk

© 2026 Early Tree Ltd

Screenshots show a fictional nursery group and people.

Contents

Nurseries: nursery details, rooms, site notes and self-assessment. These steps match Beacon 2026.11; for another version, see help.beacon.earlytree.co.uk. Beacon runs at your organisation's own address.

About nurseries 4
- Who can do what 4
- Guides 4

Nurseries: finding a nursery and reading its page 6
- Purpose 6
- Before you start 6
- Open the nurseries list 6
- Read a nursery's page 7
- Common problems 8
- Related guides 8

Nurseries: adding a nursery 9
- Purpose 9
- Before you start 9
- Add the nursery 9
- Then finish setting it up 10
- Common problems 10
- Related guides 11

Nurseries: editing a nursery's details and photo 12
- Purpose 12
- Before you start 12
- Edit the nursery 12
- Common problems 13
- Related guides 14

Nurseries: areas and rooms 15
- Purpose 15
- Before you start 15
- Add an area or room 15
- Rename or switch off an area 16

Common problems 16
Related guides 17

Nurseries: site notes 18
Purpose 18
Before you start 18
Add a note 18
Remove a note 19
Common problems 19
Related guides 19

Nurseries: self-assessment between visits 20
Purpose 20
Before you start 20
Do a self-assessment 20
Finish it 21
Common problems 21
Related guides 22

Reading the screenshots. The orange numbers 1 on a picture match the numbers in the step text, and an orange box marks the part of the screen a step is about. Every guide is also online, with search, at help.beacon.earlytree.co.uk.

NURSERIES

About nurseries

Every inspection, action and maintenance job in Beacon belongs to a nursery. Each nursery has:

- its **name**, **address** and a **photo** (or its initials if there's no photo);
- a **site code** of 2 to 6 letters, used at the start of every action's reference (for example **BH** in **BH/0002/004**);
- its **areas and rooms**: the places an inspection goes room by room (rooms, the kitchen, the office, outdoors and the nursery as a whole);
- **site notes**: lasting things everyone should know about the building;
- a page with its **current standing** (the latest signed-off result) and its **inspection history**.

Nursery managers can also do a private **self-assessment** between visits.

Who can do what

	Area support manager	Others
See a nursery's page	All nurseries	Their own nurseries
Add a nursery, edit its details and photo	Yes	No
Add and edit areas and rooms	Yes	Area support leads and nursery managers, for their nurseries
Add and remove site notes	Yes	Yes, for their nurseries
Self-assessment	Yes	Nursery managers and area support leads, for their nurseries

Everyone reaches the list from **Nurseries** under **Nurseries & compliance** in the menu, and sees only the nurseries they're assigned to.

Admins can also add nurseries and change any nursery's areas and rooms. Rooms decide what's checked at each inspection, and a new nursery starts with its nursery-wide area, Kitchen, Office and Outdoor.

Guides

- Finding a nursery and reading its page
- Adding a nursery
- Editing a nursery's details and photo
- Areas and rooms

- Site notes
- Self-assessment between visits

NURSERIES

Nurseries: finding a nursery and reading its page

WHO IT'S FOR
Area support · Nursery manager · Maintenance manager · Read-only auditor

WHERE TO FIND IT
Nurseries & compliance › **Nurseries**

TIME
A minute

Purpose

See how a nursery is doing at a glance: its latest signed-off result, any review in progress, and every inspection there, with links to the reports.

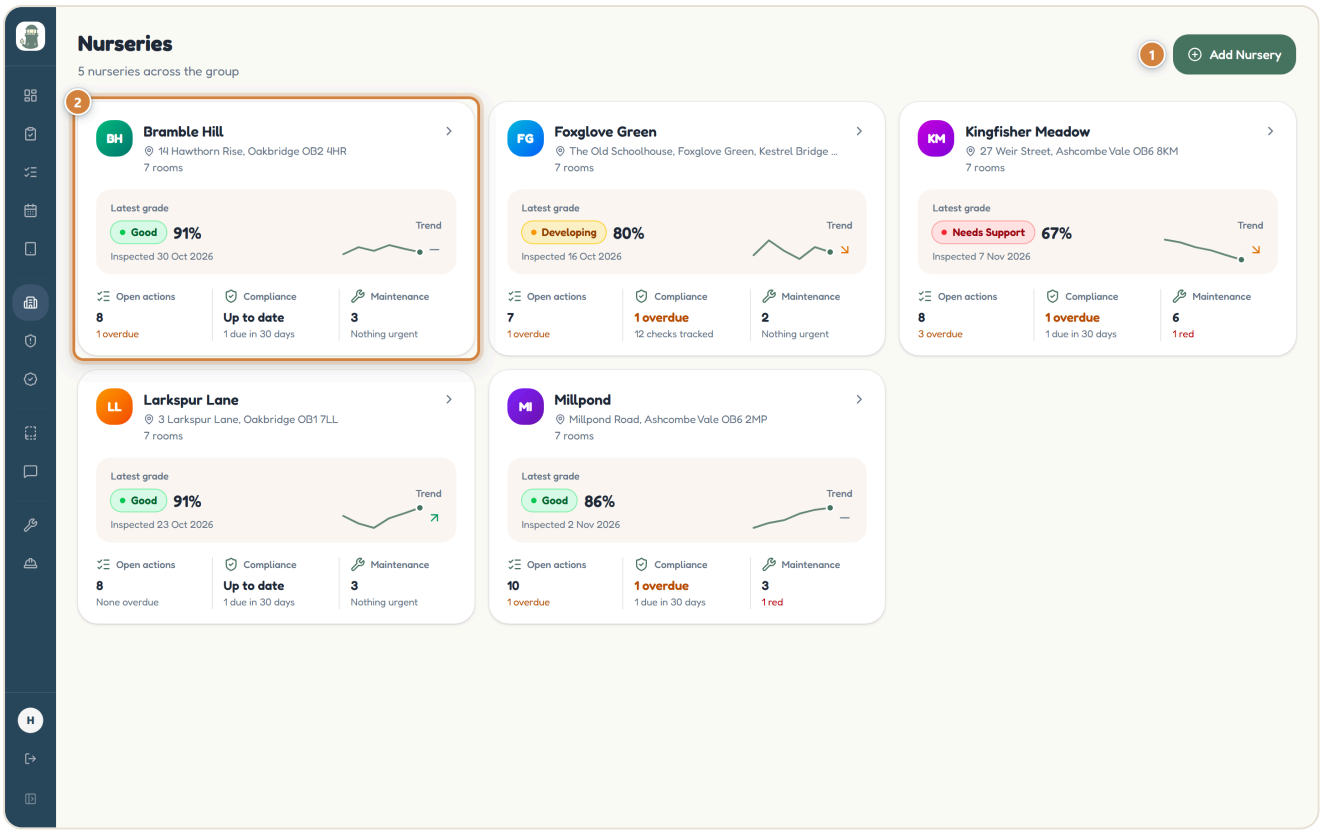
Before you start

- You can see the nurseries you're assigned to. Area support can see them all.

Open the nurseries list

1. In the menu, under **Nurseries & compliance**, select **Nurseries**.
2. Each nursery has a card (2) with its name, address and number of rooms, and at a glance:
   - **Latest grade**: the internal grade and score of its latest signed-off inspection, when it was, and a **Trend** line of recent scores (or **First report**);
   - **Open actions**, and how many are overdue;
   - **Compliance**: overdue premises checks, or **Up to date**;
   - **Maintenance**: open jobs and how many are red (or **No access** if you can't see maintenance).

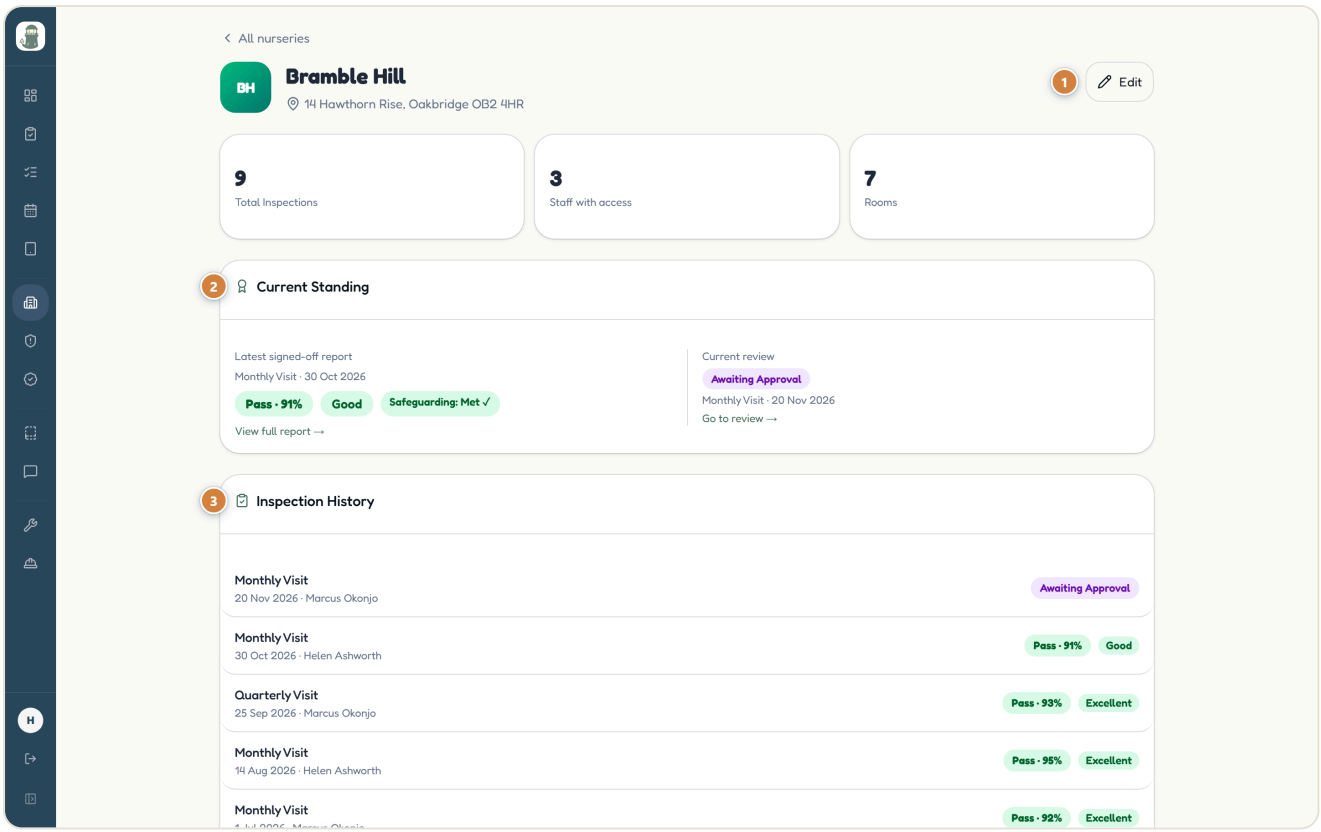
   Inactive marks a nursery that's no longer in use.
3. Select a nursery to open its page.



The nurseries list. Area support managers also see Add Nursery.

Read a nursery's page

1. The top of the page shows the nursery's photo or initials, name and address, how many inspections and rooms it has, and how many staff have access to it. Area support managers see **Edit** 1.
2. **Current Standing** 2 shows the latest signed-off report: its result and score (such as **Pass · 84%**), the internal grade and the safeguarding judgement (**Met** or **Not Met**). Select **View full report** to open it. Area support also see any **Current review** with its status and **Go to review**.
3. **Inspection History** 3 lists the last 20 inspections, newest first, with who carried them out and their result or review status. Select one to open it.
4. Further down are the nursery's **Site notes** and **Areas & Rooms**.



A nursery's page.

What you should see

> The nursery's page, with its latest signed-off result at the top. If you're not area support, you only see inspections whose reports have been signed off.

Common problems

"No signed-off inspections yet."

No report for this nursery has been signed off. Area support can still see inspections in review.

The page says it can't be found.

You're not assigned to that nursery. Ask your area support manager.

An inspection shows "In progress".

It has been started but not submitted yet. Only area support see it until its report is signed off.

Related guides

- About nurseries
- Editing a nursery's details and photo
- Review and sign-off

NURSERIES

Nurseries: adding a nursery

WHO IT'S FOR	WHERE TO FIND IT	TIME	YOU NEED
Area support manager	**Nurseries** › **Add Nursery**	5 minutes, plus rooms	Area support manager

Purpose

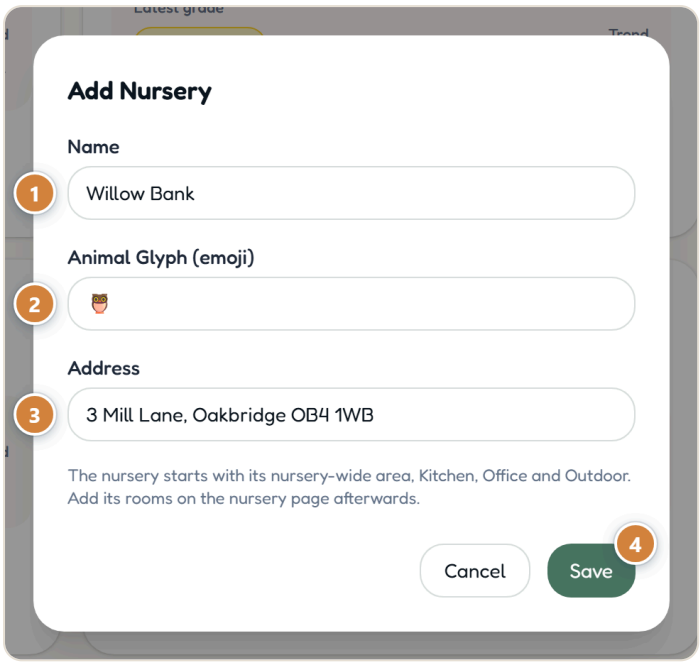
Add a nursery that's joining your group, so it can be inspected, have actions and maintenance jobs, and have staff assigned to it.

Before you start

- You're an admin or a group-wide area support manager.
- Have the nursery's name and full address ready, and the rooms it has.

Add the nursery

1. Open the nurseries list (see Finding a nursery) and select **Add Nursery**.
2. Type the nursery's **Name** 1.
3. Under **Animal Glyph (emoji)** 2, type or paste one emoji for the nursery. It's required, but in this release Beacon shows the nursery's photo or initials instead.
4. Type the full **Address** 3.
5. Select **Save** 4.



Adding a nursery.

What you should see

> The window closes and the nursery appears in the list. It starts with a **General (Nursery-wide)** area, so the nursery-wide checklist items (DBS checks, fire exits and most of safeguarding) are on its inspections, plus **Kitchen**, **Office** and **Outdoor**. Beacon gives it a site code made from the first two letters of its name (for example **WI** for Willow Bank), adding a number if another nursery already has that code.

Then finish setting it up

1. Open the nursery and select **Edit** to check the **site code**, which starts every action's reference, and to add a photo. See Editing a nursery's details and photo.
2. Add its rooms, and switch off any of Kitchen, Office or Outdoor it doesn't have. See Areas and rooms.
3. Give the nursery manager and staff their roles at the nursery. See Administration.

Common problems

I can't see Add Nursery.
Only admins and group-wide area support managers can add nurseries.

Save does nothing.
All three boxes are required. Check you've filled in the emoji as well as the name and address.

The site code isn't what we use.
Change it straight away with Edit, before any inspections, so every action reference uses the right code.

Related guides

- About nurseries
- Editing a nursery's details and photo
- Areas and rooms

NURSERIES

Nurseries: editing a nursery's details and photo

WHO IT'S FOR	WHERE TO FIND IT	TIME	YOU NEED
Area support manager	**Nurseries** › **a nursery** › **Edit**	A few minutes	Area support manager

Purpose

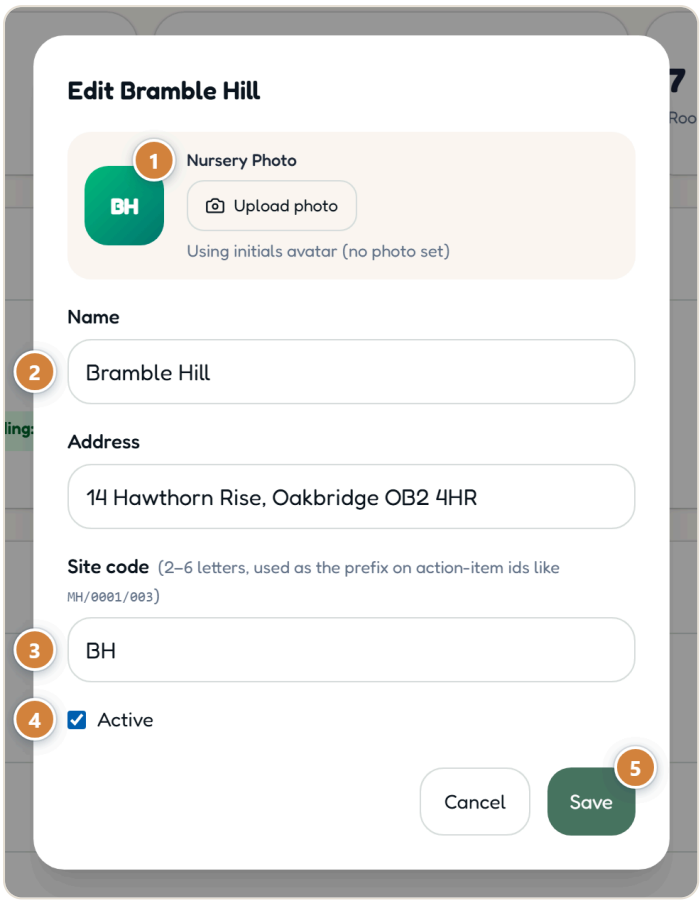
Keep a nursery's details right: its name and address as they appear across Beacon and on PDFs, the photo that appears next to its name, its site code, and whether it's still active.

Before you start

- You're an area support manager.
- For a photo, have a PNG, JPEG, GIF or WebP image ready. A square picture or logo looks best: it's shown in a small rounded square.

Edit the nursery

1. Open the nursery's page and select **Edit**.
2. Under **Nursery Photo** 1, select **Upload photo** (or **Replace**), choose the image, then select **Save photo**. To go back to the nursery's initials, select **Remove**.
3. Change the **Name** 2 or **Address** if you need to.
4. **Site code** 3 is 2 to 6 letters or digits, used at the start of every action's reference (such as **BH/0002/004**). Change it only if you must: references already given out keep the old code.
5. Untick **Active** 4 if the nursery has closed or left the group.
6. Select **Save** 5.



Editing a nursery. The photo is saved separately, with Save photo.

What you should see

> **Logo updated** appears when the photo is saved, and the photo replaces the initials everywhere the nursery is shown. When you select Save, the window closes and the page shows the new details. An inactive nursery is marked **Inactive** and is no longer offered when someone starts an inspection.

Common problems

"The logo must be a PNG, JPEG, GIF or WebP image".
SVG and other files aren't accepted. Save the logo as a PNG and try again.

"Site code "..." is already used by another nursery — pick a different one".
Each nursery needs its own code. Choose another.

"Site code must be 2–6 letters or digits".
Use only letters and numbers, with no spaces, for example BH or BH2.

I chose a photo but it didn't change.
Select **Save photo** after choosing it. Selecting Save at the bottom saves the other details only.

Related guides

- About nurseries
- Adding a nursery
- Areas and rooms

NURSERIES

Nurseries: areas and rooms

WHO IT'S FOR	WHERE TO FIND IT	TIME	YOU NEED
Area support manager	**Nurseries** › **a nursery** › **Areas & Rooms**	A few minutes	Area support manager

Purpose

An inspection goes round a nursery area by area. Each checklist item applies to a kind of area, and Beacon puts it on the checklist once for each area of that kind:

Area type	What it's for	Checklist items that go there
General (Nursery-wide)	The nursery as a whole	Items that apply to the **Nursery** or the **Group** (for example DBS checks, fire exits)
Room	Each children's room	Items that apply to a **Room** (for example ratios, sleep checks)
Kitchen	The kitchen	**Kitchen** items (for example fridge temperatures)
Office	The office	**Office** items (for example the safeguarding referral log)
Outdoor	Outdoor areas	**Outdoor** items

So the areas you set up decide what gets checked, and where. Changes apply to inspections started afterwards.

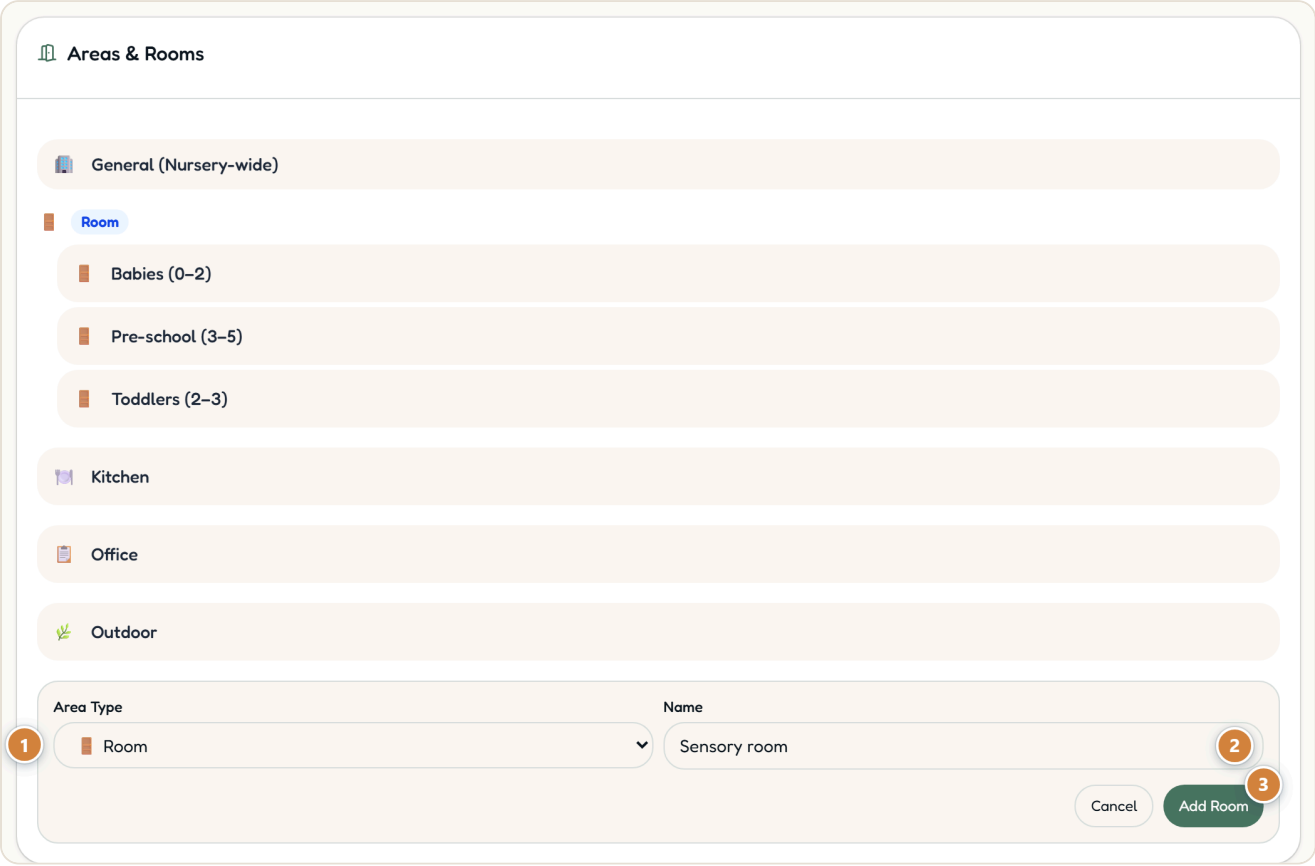
Before you start

- You're area support (a manager or lead) for the nursery, its nursery manager, or an admin. Nobody else sees the controls.
- Every nursery has a **General (Nursery-wide)** area at the top of the list. A new nursery also starts with **Kitchen**, **Office** and **Outdoor**; you add its rooms.

Add an area or room

1. Open the nursery's page and scroll down to **Areas & Rooms**. Areas are grouped by type, with the **General (Nursery-wide)** area first.
2. Select **Add area or room**.
3. Choose the **Area Type** 1: **Room**, **Kitchen**, **Office** or **Outdoor**.

4. Type its **Name** 2, for example "Babies (0–2)".
5. Select **Add Room** (or **Add Kitchen**, and so on) 3.



Adding a room.

Rename or switch off an area

1. Point at the area (or tap it on an iPad) and select the pencil that appears on the right.
2. Change the name, or choose **Inactive** to stop it appearing on new inspections. Inactive areas stay on old inspections and reports.
3. Select **Save**.

What you should see

> The area appears under its type (or shows **Inactive**). The next inspection started at this nursery includes the checklist items for it.

Common problems

The nursery doesn't have a Kitchen, Office or Outdoor area.
Nurseries added before these were created automatically only got the General area. Add the missing ones with **Add area or room**, or switch off one the nursery doesn't have.

I can't find the pencil to rename an area.
It only appears when you point at the area. The General area can't be renamed.

I added a room but an inspection in progress doesn't show it.
Rooms are fixed when an inspection starts. The room will be on the next one.

Related guides

- About nurseries
- Templates
- Inspections

NURSERIES

Nurseries: site notes

WHO IT'S FOR
Area support · Nursery manager · Maintenance manager

WHERE TO FIND IT
Nurseries › **a nursery** › **Site notes**

TIME
A minute

Purpose

Record the lasting things everyone visiting or working on a nursery should know: preferred contractors, recurring issues, where the stopcock is, which gate sticks. Notes are shared with everyone who can see the nursery. Where your organisation uses Nina, the AI assistant, she reads them too, and notes she suggested are marked **suggested by Nina**.

NOT FOR CHILDREN OR SAFEGUARDING

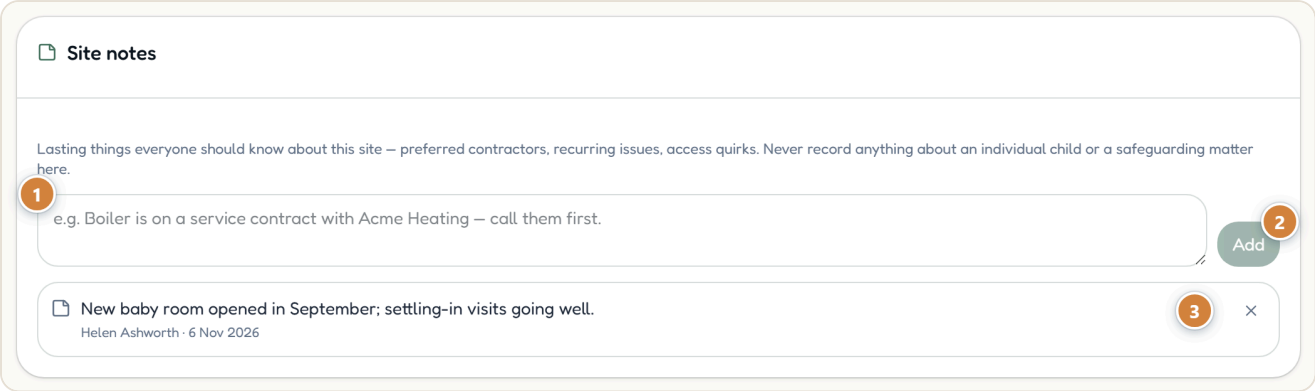
Never record anything about an individual child, a member of staff or a safeguarding matter in site notes. Use your nursery's safeguarding procedures for those.

Before you start

- You can see the nursery's page.

Add a note

1. Open the nursery's page and scroll to **Site notes**.
2. Type the note in the box 1, up to 2,000 characters. For example: "Boiler is on a service contract; call the contractor first."
3. Select **Add** 2.



Site notes on a nursery's page.

Remove a note

When a note is out of date, select the cross next to it 3. It's removed straight away, for everyone.

What you should see

> The note appears at the top of the list with your name and the date. Notes are newest first.

Common problems

"Notes are limited to 2000 characters".

Shorten the note, or split it into two.

A note disappeared.

Anyone who can see the nursery can remove a note. Removed notes are kept in Beacon's records but not shown.

Related guides

- About nurseries
- Nina
- Maintenance

NURSERIES

Nurseries: self-assessment between visits

WHO IT'S FOR	WHERE TO FIND IT	TIME	YOU NEED
Nursery manager Area support	**your Beacon address › /nurseries/.../self-check**	15 to 20 minutes	Nursery manager for the nursery, or area support

Purpose

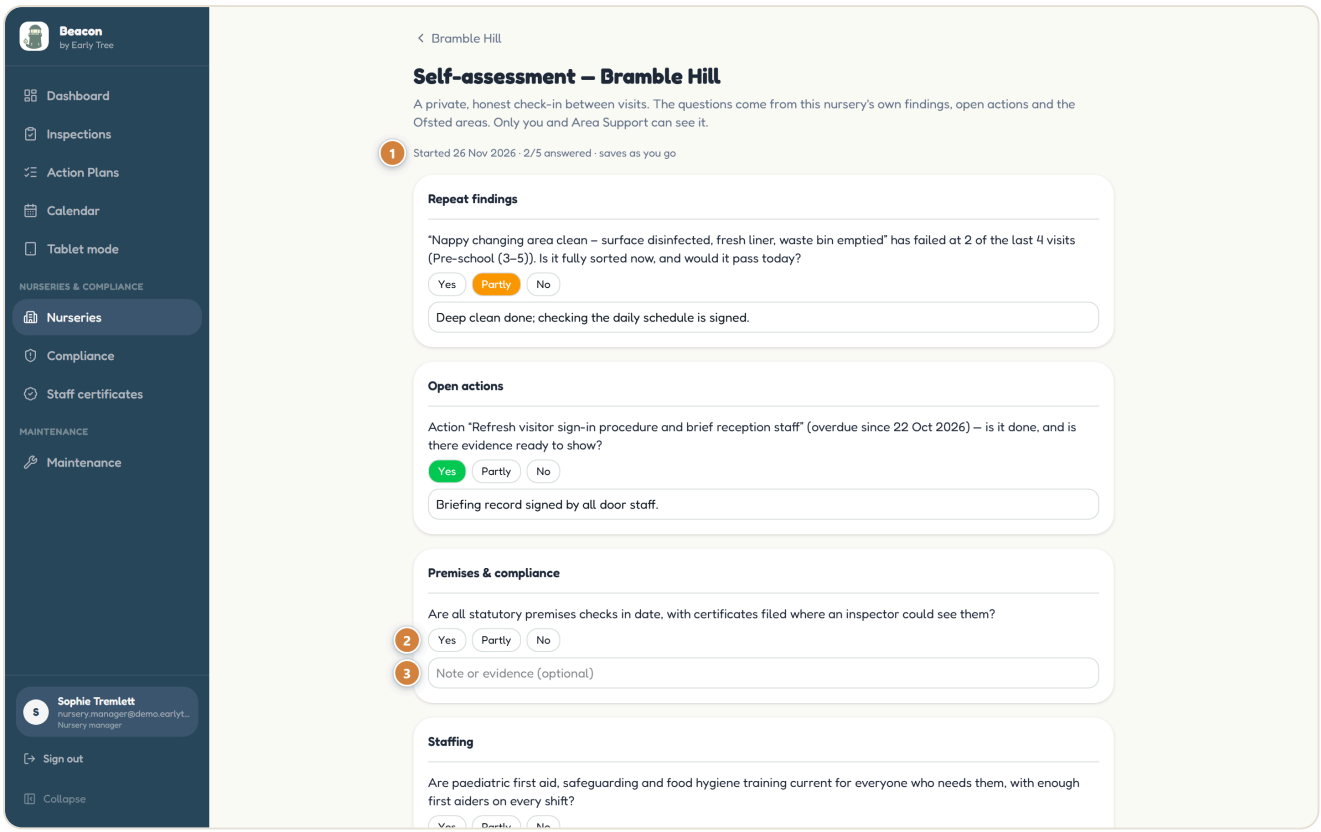
Check honestly how ready your nursery is between visits. Beacon builds the questions from your own nursery: checklist items that keep failing, open actions, overdue compliance checks and expired staff certificates, plus the Ofsted areas and the basics of safeguarding. Only you and area support can see your answers.

Before you start

- You're the nursery manager for the nursery (or area support).
- Where your organisation uses Nina, open the nursery's page and select **Self-assessment with Nina** under **Nina insights**. Without Nina there's no link to it in this release: open the nursery's page, then add `/self-check` to the end of the address in your browser's address bar.

Do a self-assessment

1. Select **Start a self-assessment** (or **Start a new self-assessment**). Beacon prepares the questions, grouped into sections such as **Repeat findings**, **Open actions**, **Premises & compliance**, **Staffing**, **Ofsted areas** and **Safeguarding**.
2. For each question, select **Yes**, **Partly** or **No** 2. Select your answer again to clear it.
3. Add a note or the evidence you'd show an inspector in **Note or evidence (optional)** 3.
4. Your answers save as you go: the line at the top 1 shows how many you've answered. You can leave and come back to it later.



A self-assessment in progress.

Finish it

When you've answered what you can, select **Finish self-assessment**. **Self-assessment saved** appears.

Where your organisation uses Nina, the AI assistant, the button is **Finish — ask Nina for my readiness summary** instead: Nina writes a short readiness summary with your top priorities, labelled as AI-generated. Read it critically and use your own judgement. The latest summary shows on this page the next time you open it.

What you should see

> Your answers are kept as you go. When you finish, the self-assessment is saved as complete (with Nina, a summary appears too), and you can start a new one at any time.

Common problems

The page says it can't be found.
Only the nursery's manager and area support can do its self-assessment.

"Nina couldn't write the summary just now — try again shortly."
Nina is switched on but unavailable. Your answers are saved; try Finish again later.

"Couldn't save — check your connection".

Your last answer didn't save. Check your connection and answer the question again.

Related guides

- About nurseries
- Compliance checks
- Nina