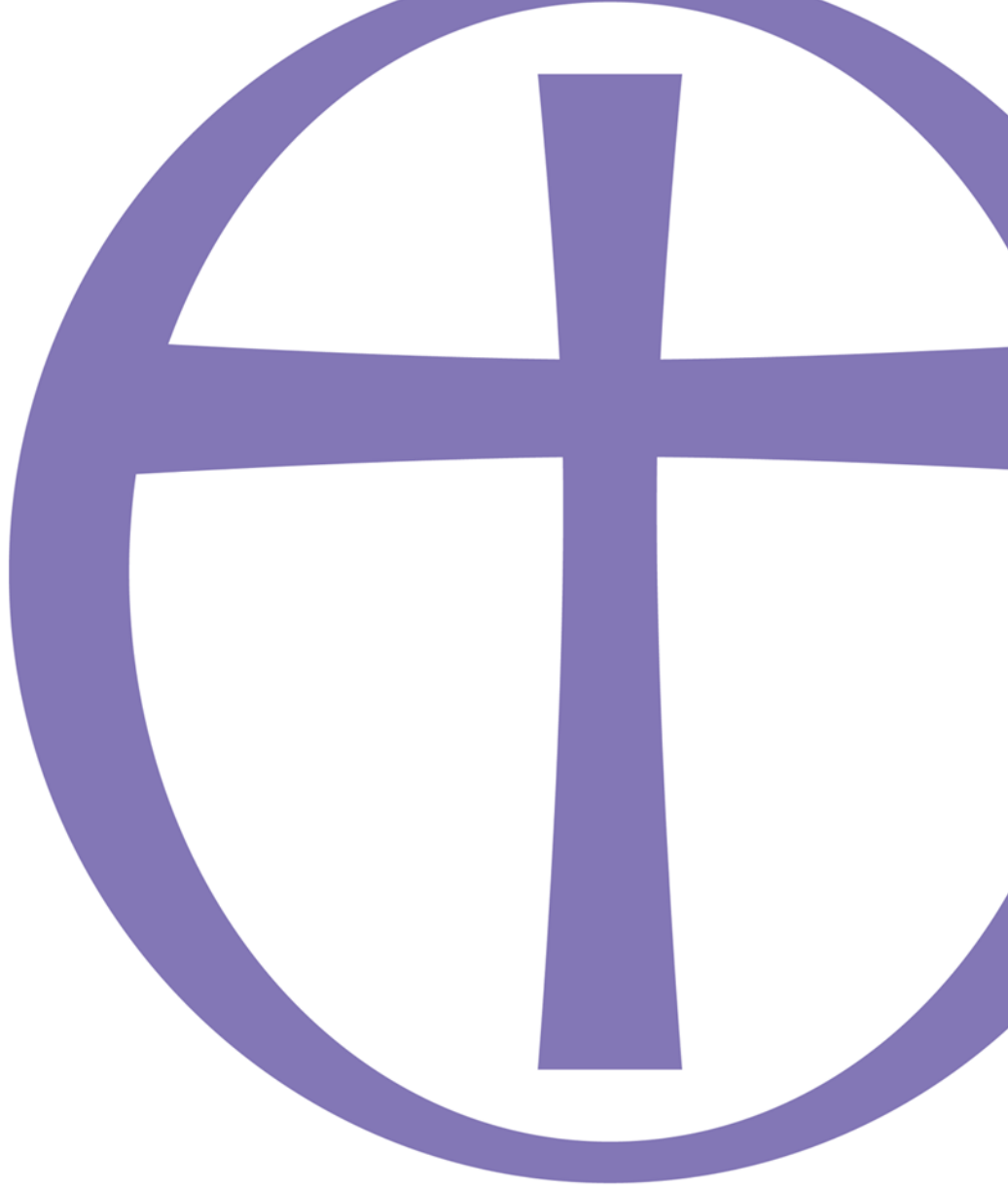




THE CHURCH
OF ENGLAND
EDUCATION OFFICE

The **Methodist** Church 



Statutory Inspection of Anglican and
Methodist Schools (SIAMS)

SIAMS Handbook

September 2018

www.churchofengland.org/education

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1. Introduction

1. This handbook sets out the expectations of The Church of England Education Office ('the Education Office') for the process of the Statutory Inspection of Anglican and Methodist Schools (SIAMS) inspections under section 48 of the Education Act 2005.
2. This handbook explains the recommended practice for carrying out the inspection and verifying the school's self-evaluation findings. The rules for inspection are set out and the sources of evidence to be used are identified. Schools will become effective by means of a variety of strategies, approaches, and styles, which reflect their local context or church tradition. The importance of a flexible approach to inspection, taking into account the school's own self-evaluation, is paramount.
3. By agreement with The Methodist Church, the SIAMS process will be used for section 48 inspections in Methodist schools. The use of 'church school' in this document includes Church of England, Methodist, Anglican/Methodist schools, academies and free schools. For the purpose of SIAMS, free schools are regarded as academies.

2. The purpose of SIAMS inspection

4. The purpose of SIAMS inspection is:
 - to provide an evaluation of the impact of the school's distinctively Christian vision for the governing body, multi-academy trust, the school, parents, diocese/district, Church of England Education Office, Methodist Church and the wider public
 - to meet the requirements of section 48 of the Education Act 2005 for schools which have a religious character
 - to verify the outcome of the school's self-evaluation
 - to make a significant contribution to the improvement and sustainability of church schools.
5. SIAMS inspection focuses on the impact that the Christian vision of the church school has on pupils and adults. This will involve looking at the school's Christian vision, the provision the school makes because of this vision and how effective this provision is in enabling all pupils to flourish. Schools will become effective by means of a variety of strategies, approaches and styles which reflect their local context or church tradition. Inspectors should carefully diagnose how each church school has a positive impact on pupils and adults. They should not apply a preconceived template of what an effective church school should be like.
6. The Evaluation Schedule has one inspection question: How effective is the school's distinctive Christian vision, established and promoted by leadership at all levels, in enabling pupils and adults to flourish? This is explored through seven strands:
 - Vision and Leadership
 - Wisdom, Knowledge and Skills

- Character Development: Hope, Aspiration and Courageous Advocacy
- Community and Living Well Together
- Dignity and Respect
- The impact of collective worship
- The effectiveness of religious education

One overall grade is awarded reflecting the contribution of these strands to the flourishing of pupils and adults in a church school. In addition, a standalone grade is awarded in all schools for collective worship and in Voluntary Aided (VA) schools and former VA schools for religious education (RE). This grade is based solely on the quality of teaching and learning in RE.

3. Contractual arrangements for SIAMS under the Education Act 2005

Appointment of Inspectors

7. In the Education Act 2005 (section 48 in England/section 50 in Wales) the governing body or foundation governors of Church of England schools are responsible in law for the setting up of the section 48 inspection and the appointment of an appropriately qualified and accredited person to undertake the inspection. In the case of an academy, the inspection of denominational education and collective worship is required by its Funding Agreement with the Department for Education (DfE). In voluntary aided schools it is the responsibility of the whole governing body, while in voluntary controlled (VC) and foundation schools it is the responsibility of the foundation governors. The governing body or foundation governors are, however, required to choose the inspector *after consultation* with their respective Diocesan Board of Education or denominational authority (section 48(2)). In practice, for all Church schools and academies the SIAMS process means that the governing body has devolved this responsibility to the diocese. This ensures the independence and validity of the inspection process. It is expected that only Education Office accredited inspectors will be used.
8. In all cases the engagement of an inspector should be documented in a contract. A model contract for use with inspectors, which dioceses may wish to adopt, is available on the Church of England Education webpages.
9. On occasion the governors may wish the inspector to widen the scope of the inspection: for example, in a VC school or a former VC academy they may wish to include reporting on religious education. If that happens, and an increase is agreed in the inspector's fee, then the inspector will claim the normal grant available through the Education Office and any additional fee should be paid to the inspector by the governing body or the diocese.

Payment of Inspectors

10. There is one system for payment of the section 48 grant which applies to payment for academies and voluntary aided and controlled schools with a religious foundation. This means that all academies, whether sponsored or converter, will be funded for a section 48 inspection in exactly the same way as other maintained schools with a religious designation. Funding for SIAMS

inspections is provided by the DfE and administered by the Education Office. This funding is a contribution to the overall cost of a SIAMS inspection. Dioceses may charge a management fee to schools to meet administration and quality assurance costs. (For more information about the inspection funding please see Appendix E)

11. For each inspection the inspector will be paid according to the DfE section 48 grant rate in force at the time. Payment will be made on receipt by the Education Office from the appropriate diocesan office of a completed SIAMS report and claim form. Payment will not be made to inspectors who submit reports independently of the relevant diocese. For Methodist schools, the Methodist Church and/or diocesan office will notify the Education Office. To receive payment each report must be accompanied by a completed Inspector Claim Form (available on the Church of England Education webpages).
12. In the case of a joint Anglican/Catholic school the fee for the inspection will only be paid by the Education Office if the report is submitted on the Education Office SIAMS report template. If negotiation with the Catholic diocese results in a requirement for the report to be written on a localised format, then payment for inspection should be sought from the Catholic diocese. This should be considered when the inspection is scheduled.
13. Should two inspectors choose to share an inspection, for example for an all through inspection, this is permissible with the agreement of the diocese concerned. In such a situation one of the inspectors should be designated the lead inspector. The lead inspector must submit the claim form at the end of the inspection and it will be up to that lead inspector to negotiate and pay the second or team inspector in consultation with the dioceses concerned. Serving as a team inspector on such an inspection will count toward the 3 inspections a year rule.
14. Where the governing body of a school employs an inspector without the approval of the diocesan or denominational authority, that inspector will be required by Government regulation to submit a written claim, including bank details, and a SIAMS report to the diocese in which the school is situated or to the Methodist Church. The diocese will forward the claim to the DfE for payment provided it is satisfied that the inspection has taken place and it has been carried out to what the diocesan critical reader and SIAMS manager consider to be an acceptable standard by a fit and proper person. Payment may be withheld if the report and conduct of the inspection fall short of that required of an accredited inspector. The report must satisfy the statutory requirements for section 48 inspections and comply with the Education Office standards in terms of quality, format and house style.
15. All reports and claim forms must be forwarded to the Education Office electronically by the relevant diocese. Payment will be made weekly by electronic transfer (BACS) in the week following receipt of an acceptable report. For a VC school, please ensure that the RE box on the

claim form is not deleted - N/A should be inserted where a grade number would usually be added for a VA school.

16. When the inspector submits the final version of the SIAMS report to the diocese and/or the Methodist Church, the completed claim form must be attached.

4. The scheduling of inspections

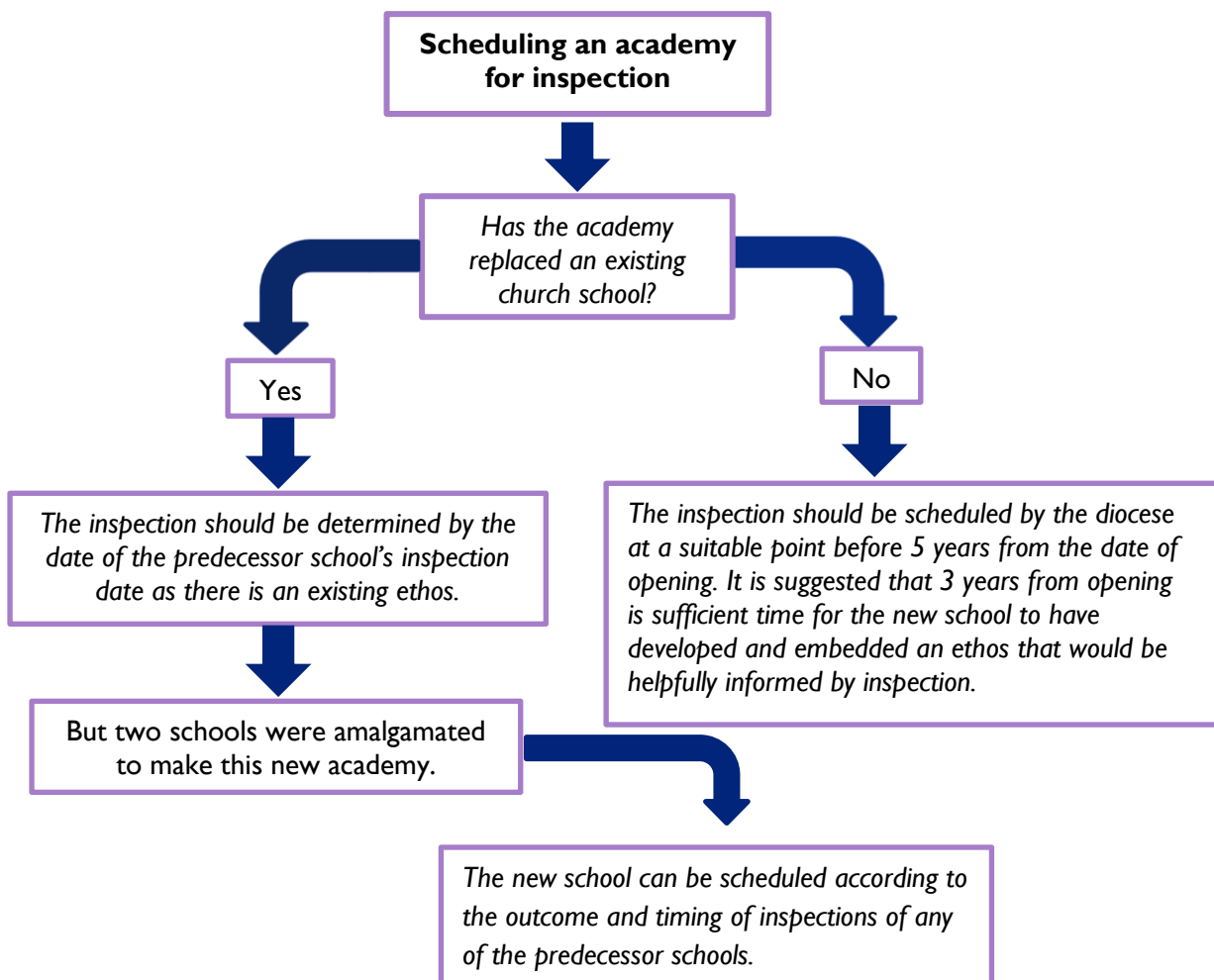
17. The Education (School Inspection) (England) Regulations 2009 (SI1564) set out the interval within which the inspections are required to take place. All section 48 inspections are scheduled independently from Ofsted's section 5 inspections, with the timing determined by the outcome of the last section 48 inspection for that school.
18. All schools with a 'good' or 'excellent' (previously outstanding) section 48 inspection must be scheduled for their next section 48 inspection within 5 school years from the end of the academic school year within which they were last inspected. For example, if a school was inspected at any time between September 2017 and July 2018, the next inspection would be scheduled during the school year September 2022 and July 2023.
19. Any school with a section 48 inspection judgement that was less than 'good' may be scheduled for its next section 48 inspection at any point after 3 years from the date of the last section 48 inspection, but within 5 school years from the end of the academic school year within which the last inspection took place. For example, if a school was inspected in September 2017 the earliest it should be inspected again is September 2020. The latest date that the inspection could take place would be July 2023.
20. If, in exceptional circumstances, the diocese or the Education Office have concerns about a school or academy that warrant consideration of earlier inspection the Education Office will set out a case to the DfE so that funding can be sought in advance.

Academies and new schools

21. Where an academy is formally designated as having a religious character and delivers denominational education, this should be specified in the funding agreement for that academy. The funding agreement must also specify if the school is to be inspected as VA or VC equivalent by the deletion of the paragraph not to be used. It is the responsibility of the diocese to ensure this happens at the drawing up of the funding agreement and check that this has been done before scheduling the school for inspection.
22. Where a school has become an academy, including becoming part of a multi-academy trust, the date and the outcome of the last section 48 inspection for the predecessor school will be used to determine the timing of the section 48 inspection of the new academy. It should be noted that although for Ofsted scheduling purposes such schools are considered 'new' because they have a

new URN, for section 48 scheduling purposes they are not considered new schools. (This change was made by the DfE in requirements in January 2014 and replaced guidance issued the previous year).

23. Where a new school has been created by the amalgamation of two or more predecessor schools and the school now has one URN the new school can be scheduled according the outcome and timing of the inspection of any of the predecessor schools, ideally when this would allow for an inspection within 5 years.
24. When a new academy or a free school opens, section 48 inspection should be scheduled by the diocese at a suitable point before 5 years from the date of opening. It is suggested that 3 years from opening is sufficient time for the new school to have developed and embedded an ethos that would be helpfully informed by inspection. Thereafter, the timing of inspections should be in line with the general guidance above.



Inspection dates and school notification

25. Each year the Education Office sends out the scheduling timetable and by May the diocesan SIAMS manager will identify the schools within the diocese that require inspection during the following year. SIAMS managers then send this information to the SIAMS Administrator in the Education Office by the specified date. This will enable the Education Office to secure funding from the DfE for the following year's inspections. At a specified date each term, dioceses must notify the Education Office SIAMS Administrator of any amendments to the following term's inspection list.
26. The delivery of the section 48 process is the responsibility of the diocese. The approximate date of the inspection within each term for each identified school is decided by the diocese, and the SIAMS manager allocates an inspector to each inspection. A SIAMS inspection may take place on any day of the week that a school is in session and an inspector may be flexible to suit the situation of the school, for example if the RE coordinator only works part-time. The Education Office suggests that diocesan SIAMS managers/administrators contact inspectors near the end of each term to identify their availability for inspections for the next term, but some dioceses may use a different system. Information about the specific schools to be inspected should remain entirely confidential at this stage, although an indication of location can be given to help the inspector with planning, travel and accommodation.
27. To ensure that the inspection is valid it should take place approximately one week from the point at which the school is notified. Local diocesan intelligence should ensure that any inappropriate week for the school is not selected. The weeks' notice should give sufficient flexibility to ensure that key staff and stakeholders are available on the day of inspection. It should be noted that this is considerably longer notice than a school receives for a section 5 inspection.
28. It is for the diocese and not the inspector to notify the school of the inspection. This will avoid the relationship between the inspector and school being clouded by any concerns around the timing of the inspection. If the notification is done by an administrative assistant, it is strongly advised that a 'script' is provided by the SIAMS manager for that purpose.
29. If a school or a diocese asks to defer or adjust the date of an inspection beyond the term in which the inspection is scheduled and the diocese agrees, a formal submission to the Education Office stating the reasons should be made in accordance with the Deferral Policy (Appendix G).
30. The scheduling of a joint Anglican/Catholic school should alternate between the Anglican and Catholic dioceses. (Request separate guidance available from the School Character and SIAMS Development Manager at the Education Office)
31. When notifying the school of the inspection the diocese should make sure that the school knows the protocol for SIAMS inspection and their right of appeal and complaint.

The relationship with the Ofsted inspection

32. SIAMS inspections are scheduled by the Education Office independently from Ofsted's section 5 inspections. In the event of a no-notice Ofsted inspection where a SIAMS inspection is scheduled to go ahead on that day it has been agreed with Ofsted that the two may be conducted simultaneously. However, both inspection teams should avoid over inspection of particular teachers. Feedback from both inspections may take place at the same meeting. The relationship between section 5 and section 48 inspections is governed by a protocol between Ofsted and signatory faith group inspectorates (See Appendix A). SIAMS inspectors should make sure they are familiar with this protocol.

5. The allocation of inspectors

33. Inspectors appointed to conduct section 48 inspections must be on the Education Office list of accredited inspectors and must have an up to date inspector's badge.
34. Inspectors appointed to conduct section 48 inspections must have had no contact with the school which might compromise their objectivity in inspecting in accordance with the SIAMS evaluation schedule. This would also include completing the school's previous SIAMS inspection or having done consultancy work at the school. (See Appendix B). To avoid unknown conflicts of interest the inspector should be notified five working days before the school. The inspector must keep this information confidential.
35. If an inspection is carried out by an inspector not on the Education Office list of accredited inspectors the Education Office may withhold payment for the inspection.

6. The selection and training of new inspectors

36. The training of all new inspectors is managed centrally by the Education Office. Courses are arranged in response to the needs of the dioceses, but the general pattern is that two courses run simultaneously each academic year. The application process opens when the application form, application guidance and course information are published on the Church of England Education and schools' webpages <https://www.churchofengland.org/more/education-and-schools/church-schools-and-academies> This information is also sent out to a list of those who have already enquired about the training and to diocesan SIAMS managers.
37. Applicants for new inspector training must have the proactive support of their diocese to apply. This is demonstrated through the section of the application form that must be filled out by both the diocesan director of education and the SIAMS manager. The application form requires the diocese to confirm that applicant has all the appropriate skills and experience outlined in the eligibility criteria. The diocese also undertakes to provide two 'shadow' and one 'sign off' inspections for the trainee, the diocese must ensure that it has the capacity to provide these inspections for the trainee before diocesan director signs the application form. The Education Office recommends that the diocese interviews the candidate against the eligibility criteria (set

out in the application form for that year) to ascertain their suitability for the training and to avoid disappointment.

38. To be selected to train as a SIAMS inspector applicants must meet the eligibility criteria in force for that year's training. In addition to the eligibility criteria, SIAMS Inspectors must also be able to meet the following expectations:
- Inspectors must carry out at least three inspections per year. (*This is the minimum number of inspections deemed vital for the development and maintenance of inspection skills.*)
 - Inspectors must have the time and capacity to attend annual diocesan and national ongoing training for inspectors.
 - Inspectors must be willing to travel to carry out inspections.
 - Inspectors must have up to date DBS clearance that can be used to inspect (please see Appendix D) and professional indemnity insurance.
39. It is advised that the diocese makes sure the applicant understands the commitment of training and becoming a SIAMS inspector. As well as the above eligibility criteria and expectations, applicants should be made aware of the following:
- The commitment of work involved in carrying out a SIAMS inspection. We advise that each inspection can take a minimum of three days (or more for a VA secondary)- one day to prepare, one day for inspecting, one day for writing the report and subsequent work with the critical reader.
 - That inspectors must maintain an inspection and training record that is used as evidence to apply for inspector badge renewal.
 - That if the applicant's ability to inspect within the diocese (through which they are applying) is compromised (e.g. because they work for the diocese as an adviser, or they have connections to many schools) they understand that they will need to contact other dioceses in order to obtain inspection work. The travel implications should be emphasised here, as well as the requirement to be able to do three inspections per year to remain registered. Potential inspectors who are serving headteachers should take this into consideration before they apply and must formally gain the support of their governing body.
40. The Education Office assesses the training course applications with the course leader and confirms with the applicant whether they have been successful in their application or not. If an application does not appear to be strong enough to be successful, or more information is required, the School Character and SIAMS Development Manager may take up references and contact the relevant SIAMS manager. Applicants will only be informed that their application has not been accepted once the situation has been discussed with the diocese.

41. The diocese allocates two suitable shadow inspections for the trainee inspector. The diocese will have advance notice of these dates to plan ahead. (Detailed guidance on the shadow inspections is provided to both the trainee inspector and the diocese).
42. The sign-off inspection takes place once the participant has successfully completed all four days of the training course and the assessed tasks linked to the shadow inspection. The course leader allocates an Education Office Quality Assurance Assessor (QA Assessor) for each of the sign-off inspections. (Detailed guidance on the sign-off inspection is provided to both the trainee inspector and the diocese). The QA Assessor completes the final assessment that is discussed with the trainee and is then sent to the SIAMS manager as part of the registration process. When a trainee has not demonstrated the required competencies, the course leader and QA officer refer to the assessment protocol, September 2018 and communicate with the School Character and SIAMS Development Manager and diocese accordingly.
43. The Education Office reserves the right to make the final decision on whether a trainee inspector has successfully completed the training course, and therefore whether they can be registered as an accredited inspector.

7. Inspector registration and badge renewal

44. For an inspector to be accredited by the Education Office, the inspector must be registered. Registration is demonstrated by the issuing of an official identity badge by the Education Office.

Registration of New Inspectors

45. To apply for registration, the trainee inspector must have successfully completed the New Inspector Training Course and the sign-off inspection. The course leader informs the diocese that the inspector has successfully completed the course. Once this has happened the registration process can begin.
46. The inspector and the diocese must fill in the Inspector Registration Form and send it to the SIAMS Administrator at the Education Office. This involves the diocese confirming that the inspector has enhanced DBS clearance and professional indemnity insurance.
47. Upon receipt of the registration form, the new inspector will be added to the list of accredited inspectors and their inspector badge will be issued and sent to them. Inspectors must wear their identity badge for the duration of the inspection. New inspectors must not start inspecting until they have received their Education Office inspector badge.

Maintaining registration

48. To remain registered as an accredited inspector, SIAMS inspectors must:

- conduct at least three inspections per academic year unless prevented by medical needs or special circumstances that have been discussed with the diocese (see Appendix B)
- attend national annual on-going inspector training
- complete online training modules as required
- hold a current enhanced DBS check which is required to obtain Education Office registration and an inspector badge
- maintain professional indemnity insurance cover

49. De-registration of an inspector may occur in circumstances such as, but not limited to, the following:

- misinformation or dishonesty on the original application form
- a significant breach of the Code of Practice for SIAMS Inspectors (Appendix B)
- failure to maintain on-going professional development relevant to the role
- failure to carry out at least three inspections per academic year
- persistent poor practice leading to insecure judgments
- failure to comply with the DBS requirements as stated in the Education Office policy
- any practice or behaviour that brings the reputation of the diocese, Education Office or wider church into disrepute.

(Please note: This list is not exhaustive and de-registration will be considered on a case-by-case basis including circumstances not covered above.)

50. When an inspector retires, it is the responsibility of the inspector to contact the SIAMS Administrator at the Education Office to cancel the annual registration fee. If the inspector's badge is still current it should be returned to the SIAMS Administrator, Peter Churchill at The Church of England Education Office, Church House, Great Smith Street, London, SW1P 3AZ.

Inspector Record Form and Badge Renewal

51. Inspectors must maintain a record of inspections carried out and training attended using the Education Office Inspector Record Form (available on the Church of England Education webpages). This form is used to apply for inspector badge renewal. Inspectors must always wear an up to date inspector badge when carrying out an inspection.
52. Inspector badges must be renewed every three years. It is the responsibility of the inspector to keep track of when renewal is required, not the diocese. Badges display the month and year of expiry and they must be replaced before the last day of the month displayed. Inspectors should therefore request a badge renewal by the beginning of the expiry month displayed. Inspectors must send their record form to the National SIAMS Administrator. (If the badge photo also needs updating, a head and shoulders photo should also be sent attached as .jpeg)

53. The registration fee for a new inspector's first year is included in the new inspector training course fee.

Annual registration fee

54. The registration fee for SIAMS inspectors is £22.50 per year. This fee contributes to the cost of administering the inspector, including the provision of official identity badges. Inspectors are invoiced for this fee in August/September each year. Inspectors are required to pay the fee within 30 days of being invoiced. If the invoice has not been paid by 30 days, inspectors will receive a reminder. Failure to pay the fee may result in an inspector being de-registered.

8. School self-evaluation

55. Inspectors will need as complete a picture as possible of how the school sees itself before inspection. This will usually be summarised in the school's SIAMS self-evaluation document. In the case of RE in voluntary aided schools, inspectors will also evaluate the school's judgement on the quality of teaching and learning as demonstrated by pupil outcomes, with a focus on progress over time.

56. Evidence, on which the school's self-evaluative is based, may be drawn from many sources. These will include:

- feedback from pupils, staff, parents, governors and others
- outcomes of monitoring of collective worship, RE, spiritual development and learning activities
- scrutiny of pupils' work
- analysis of statistical data and school performance information
- anecdotal evidence and informal case studies/exemplars

A school self-evaluation form template can be found on the Church of England Education webpages. However, self-evaluation may be submitted in any format the school chooses.

9. Before the inspection- inspectors' planning and preparation

57. Planning for the inspection must be informed by analysis of publicly available information including:

- the previous inspection report
- information on the school's website, including the school vision/ethos statement
- information and data on the school's performance that is in public domain for example the Gov.uk 'Find and compare schools in England' site.

58. As part of the initial telephone call with the headteacher (or most senior leader available), the inspector may request the following documents to be emailed:

- the school's self-evaluation form (SEF). The SEF may include self-evaluation relevant to SIAMS or this may exist as a separate document for the purposes of SIAMS
- relevant policies e.g. for assessment, behaviour /anti bullying, equality and inclusion, mental health, relationships and sex education, RE, collective worship, spiritual development, and SEND if these are not available on the website
- the school's development plan for the current and previous year
- any action plans related to SIAMS
- in the case of an academy, the inspector may request any scheme of delegation that sets out the levels of delegation to the local governing body (sometimes called a local governing committee)
- The school's IDSR (Inspection Data Summary Report)

The inspector will use the initial evidence to draft a Pre-Inspection Plan.

59. The following might be requested to be available on the day(s) of inspection:

- an analysis of responses from parent and pupil surveys
- any SIAMS action plan and the school development plan (see above)
- any policies not available on the school's website
- logs and analysis of records of exclusions, pupils taken off roll, incidents of poor behaviour, records of bullying, including racist, disability and homophobic bullying and attendance figures should be requested to be available on the day(s) of inspection. Inspectors must not request electronically or remove from the school any documents that contain pupil names.
- work samples. The Pre-Inspection Plan should offer guidance about the nature and size of the sample, and the purpose of the scrutiny. This ensures school leaders only spend time collecting work that is directly relevant to the inspection issues.
- records of visit from external consultants and advisers relevant to SIAMS

60. As the inspector's time in school is at a premium, an inspection strategy is required in which an early analysis of the school's self-evaluation and performance will determine the focus, pattern and nature of inspection activities. The preparation of a Pre-Inspection Plan (PIP) is essential to the planning and efficient conduct of the inspection. This should normally be sent as a PDF to the headteacher at least 24 hours (excluding weekends) before the inspection. Inspectors must use the Education Office PIP template. This document is the first the school will receive as part of the inspection and practice needs to be consistent across the dioceses. It forms a key part of the inspection process. It will be requested by the critical reader and by the diocese in case of appeal. It forms an essential part of the inspection evidence base.

61. The telephone call is the first opportunity to initiate a professional relationship between the inspector and the headteacher. It should confirm factual information and focus on practical issues

such as the organisation of the timetable for the time in the school. Inspectors should bear in mind that they may not be able to contact the school immediately however, they should try and make contact with the school on the day the school is informed. Inspectors should keep a record of this initial conversation as part of their evidence base. A form is provided for this purpose which must be used by inspectors. (See Appendix G).

62. If the headteacher is unavailable when the call is made to the school, the inspector should ask to speak to the most senior member of staff available. Once the inspector has spoken to the school and is able to confirm the date that the inspection will take place, the inspector will inform the diocese.
63. Inspection significantly draws upon self-evaluation and performance outcomes and is most effective when conducted with the active co-operation of the school. This means that evaluation and evidence can be reviewed with the school's governors, teachers, leaders, pupils, parents and other key stakeholders. The verification of some of the school's findings on its effectiveness and impact will rest to a significant extent on the views of pupils. The school has the responsibility to provide self-evaluation and supporting evidence. The inspector has the responsibility to verify those findings and to make an accurate diagnosis as to why the impact of the church school on the pupils and adults is as it is.
64. Questions should be carefully formulated to form the basis of discussions with the key people involved in the church school: including pupils, teachers, RE coordinators/subject leaders, school leaders, governors, parishioners, clergy, chaplains and parents. All will have a valuable story to tell.
65. Policies, plans and assertions, whether communicated orally or in writing, are not in themselves indicators of effectiveness. Inspectors will need to determine whether key events, such as acts of worship, are a regular and embedded feature of the school's life and whether there is evidence of a genuine pattern of evaluation of their impact on the ethos of the school.
66. Guidance on creating a timetable is available as part of the module on 'Gathering Evidence'. Changes to practice are required by the new 2018 schedule in order to make efficient use of time in gathering a breadth of evidence. These include 'round table' meetings with a variety of stakeholders, fewer meetings with single individuals and scrutiny of work jointly with staff and pupils.

10. During the inspection

67. Normally the inspector should not arrive at the school before 8am. At the start of the day the inspector should meet briefly with the headteacher and/or senior leadership team to:
 - confirm arrangements for meetings with representatives of members of the governing body, parents, pupils and key staff such as the subject leader for RE

- ascertain the school's understanding of the issues raised by the PIP, particularly where it suggests that at this stage the school's own grades cannot be confirmed

68. During the inspection day, the inspector should:

- regularly and formally update the headteacher on the progress of the inspection (see timetable guidance)
- carry out learning walks, observations and scrutiny of data and pupil work together with relevant senior leaders

Building a secure evidence base for judgements

69. Inspectors should satisfy themselves that their judgements and findings are based on secure evidence and accurate evaluation by:

- Making use of the Education Office evidence forms at each stage of the inspection. These are: initial telephone call, PIP, data collection, evidence form, mid-inspection feedback, final feedback, SIAMS report. The templates contain prompts to guide inspectors on the expectations of good practice. In particular, completion of the 'outcome' box of the evidence form is essential as it tracks the progress of the inspection.
- Inspectors will come to a view on the accuracy of the progress and overall achievement of pupils in collaboration with the school leadership and the evidence from the data analysis. The needs of all groups of pupils are considered in this judgement. In keeping with the Church of England Vision for Education, this will particularly include those from disadvantaged and vulnerable backgrounds.
- Inspectors should take account of the views of learners and pupil voice evidence, *Listening to Learners*¹ remains a helpful publication.
- Discussion with staff, governors, clergy, parents and others, to verify the self-evaluation findings on the effectiveness of the school's distinctive Christian vision and how this enables pupils and adults to flourish.
- Learning walks, observation of lessons and acts of worship, in whole or in part, and scrutiny of pupils' work should where possible this should be undertaken in conjunction with members of the school leadership.
- Dialogue with the school leadership during the course of the inspection day(s) will ensure that leaders are aware of the picture that is emerging. This will enable school leaders to supply additional evidence where appropriate and prepares them for the final summary feedback.

¹ Inspectors are encouraged to be familiar with *Listening to Learners*, available from the Estyn (The Inspection Framework for Wales) website.

70. SIAMS inspection involves arriving at several qualitative judgements which can be supported by quantitative information. This is a challenge that can only be met by a combination of appropriate experience and high-quality inspection skills. This type of judgement will be best secured by the triangulation of different types and sources of evidence and the use of professional judgement.
71. It is essential that inspectors maintain a secure evidence base during the inspection and inspectors must use the Education Office Evidence Form (EF) template. The key reason for using an evidence form is to structure the inspector's thinking and achieve consistency. This will be vital to assist in writing up the inspection and will be requested by the diocesan SIAMS manager or critical reader in the case of an appeal by the school or in the case of a complaint about the inspection. Dioceses may wish to monitor the quality of inspectors' evidence bases as part of their quality control processes.
72. Written evidence is only acceptable if captured on the Education Office Evidence Form (EF) template by the inspector.

Feedback to the School

73. Feedback is an ongoing process throughout the inspection day(s) and will involve continued dialogue with the school's headteacher or nominated senior leader. The final feedback should contain no surprises to the school.
74. In line with good inspection practice, grades should not be given for lessons or acts of worship observed. The purpose of observations is to verify the school's own monitoring, not to assess the quality of teaching.
75. Inspectors must arrange a mid-inspection feedback with the headteacher or nominated senior leader. This will be an opportunity to report on emerging findings and potential areas for development. It will also be a chance to request extra evidence and adjust the afternoon timetable as needed. In the case of a one-day inspection this will occur around lunchtime, for a two-day inspection at the end of the first day. Inspectors must use the Education Office Mid-Inspection Feedback form for this purpose. (see Appendix F).
76. The inspector should also arrange a time for a summative briefing with the headteacher or senior leader, prior to the final feedback. This is to outline the findings of the inspection, allow a final opportunity for the school to present evidence and to agree areas for development.
77. The final feedback takes place at the end of the day(s) and is an opportunity for the inspector to share their findings and provisional judgements with senior leaders. The school should be informed of the grades that the inspector is recommending, but they should be made aware that grading is subject to a critical reading process. Inspectors must use the Education Office Final Feedback Form (see Appendix F)

78. Effective Inspection practice means that it would be unlikely for the feedback to take place before 4.30pm on a one-day inspection. There should be no reason for an inspector to be in the school after 6pm.
79. This final session should not be delivered as a tense ‘big reveal’ and the final outcomes and areas for development should have already been discussed with the headteacher. Ideally, it should last no more than twenty minutes as it is a summary of findings and the detail of what has led to these findings should already be known by the headteacher. The inspector must ask the two questions at the end of the Final Feedback Form to check that the school is satisfied with the way the inspection has been conducted and is aware of its rights to appeal or complain.

11. Judgements and reporting

80. The report will contain one overall judgement and stand-alone judgements on collective worship and religious education (VA and former VA schools only) There are four possible grades: excellent, good, requires improvement, and ineffective. Use of any other variation including ‘good with outstanding features’ will result in the report being rejected by the Education Office and the inspector will not be paid until the report has been corrected.
81. On the Inspector Claim Form a record will also be made of adherence to the statutory requirements for collective worship and RE (when inspected) number of pupils on roll exclusions and admission by faith criteria (if applicable).

The school meets the statutory requirement for collective acts of worship	Y/N
The school meets the statutory requirement for religious education	Y/N
Number of pupils on the school roll at the time of inspection	
Number of fixed term and permanent exclusions in the previous academic year or current year if the inspection takes place in summer term	
Number of school places allocated on faith criteria in the year of inspection if applicable	Number/ NA

SIAMS and GDPR

82. As a necessary part of their work inspectors will engage with and use a range of data. For inspection purposes the inspector acts as a 'data processor' and they will be engaged with 'processing' that is data obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including retrieval, consultation or use of the information or data².

In accordance with the General Data Protection Regulation 2016 the inspector is expected by the Education Office to follow the following principles during the SIAMS inspection process:

- Inspectors should not hold data that enables the identification of individual pupils.
- Data held electronically should be password protected.
- Any data held should be destroyed after six months from the end of the inspection.
- The following statement has been added to the PiP. The inspector must ensure that the school receives this.

Any personal data relating to the SIAMS inspection ofschool will be used only for inspection purposes and will be stored in accordance with the EU General Data Protection Regulation 2016 and the Data Protection Act 2018. It will not be passed on to third parties. All data will be securely destroyed within six months from the publication of the report.

In due course the Church of England Education Office will develop a full privacy notice. At this stage it is not clear if it will be a generic one for the Church of England, one adapted for the specific needs of the Education Office or a model for SIAMS that will be shared with diocese for inclusion on their websites.

Safeguarding issues

83. If any safeguarding issue arises during the inspection the inspector must inform the headteacher or the designated member of staff for safeguarding. If the safeguarding concern is related to the headteacher the inspector should inform the Chair of Governors. If the inspector calls the diocese, the Diocesan Safeguarding Officer will advise if it is necessary to contact the Local Authority Designated Officer (LADO) in the case of disclosures concerning adults in school.

² See appendix I

12. Writing the report

84. The audience for SIAMS reports includes parents and carers, school governors, church members, and the wider public, as well as headteachers and other education professionals. All SIAMS reports will be placed on the 'A church near you' section of the Church of England website. Education Office guidance and templates, and the inspector training programmes are designed to assist inspectors to produce accessible, succinct and evaluative reports.
85. The final inspection report will include a cover page (one side of A4) plus a commentary on the inspection findings on the main inspection question that covers the seven strands of the evaluation schedule. In the case of VA and former VA schools there will be a separate section on the outcomes of teaching and learning in RE. Inspectors must use the Education Office SIAMS report template. Inspectors must take note of the guidance prompts on the template. The report must be written in accordance with The Church of England Education Office House Style with the authorised exception that the 11pt Gill Sans font must be used. The report document will remain long after the inspection and will go into the public domain as part of the inspection and therefore practice must be consistent.
86. The completed SIAMS report (quality assured by a trained critical reader) should be sent electronically with the Inspector claim form to the relevant diocesan board of education. If the report and claim form are not completed accurately payment may be delayed or withheld. It is essential that an accurate URN is used. Inspectors are responsible for checking this with the school and if necessary the GIAS site <https://get-information-schools.service.gov.uk>. The type/status of the school should be indicated in the top section of the report along with the school's membership of, and position within, any Multi-Academy Trust (MAT), or Federation.
87. Inspectors must retain their evidence base for six months following the inspection in case of an appeal or complaint. After that time, it should be securely destroyed, and electronic files deleted. This includes all evidence gathered during the inspection including the PIP, Evidence Forms and any other notes and emails including the templates for feedback and draft report(s).

13. Critical reading and processing the report

Context of critical reading

88. All inspectors must seek diocesan approval of the report by a trained critical reader appointed by the diocese before a report is sent to the school and a claim made to the Education Office for payment.
89. The inspector must take account of the recommendations made by the critical reader who may request changes to grades if, in their opinion, the inspector has not made an adequate case for the grade given. The critical reader may also request improvements to the quality of writing which the inspector is required to address. The school must have been advised at the feedback

that the judgements are provisional and subject to quality assurance. If an inspector submits an inspection report that has not received quality assurance the inspector will not be paid without further investigation as to why a critical reader has not approved the report.

90. The name of the critical reader and their critical reader number must be included on the inspector claim form sent to the Education Office.
91. To fund the administration and quality assurance of the SIAMS inspection, including the critical reading of the inspection report, the diocese may charge the school or choose to meet the cost itself. This is at the discretion of the diocese and many dioceses include this as an element in their service level agreement with schools. The appropriate fee for this work is currently £50 per inspection. It is not recommended that the inspector be charged a fee for having the report critically read, but if a diocese decides to do this they must inform the inspector that this will happen before they accept the inspection.

Critical Readers

92. Critical readers are appointed by the diocese. Many dioceses maintain a small list of approved critical readers who must:
 - undertake regular on-going training in critical reading
 - have a track record of writing good section 48 inspection reports themselves and would normally be a serving SIAMS inspectors and so familiar with the current schedule and up-to-date practice.

The stages and timescales for critical reading and processing of reports

93. All critical readers must demonstrate the ability to provide secure advice as part of the editing process based on a thorough knowledge of the SIAMS evaluation schedule, checklist on report writing, prompts on report template and the Education Office house style. They must also have the interpersonal skills to support inspectors' further development through coaching.

For 2018/19 it is recommended that the critical reader should send feedback about the strengths and weakness of the inspector's report writing skills on an annual basis to both the diocese and the inspector concerned. This should also be copied to the School Character and SIAMS Development Manager at the Education Office. A recommended template has been provided to critical readers and dioceses. From 2019/20 it is intended that a mandatory national system for monitoring the consistency and quality of report writing will be introduced.

94. Within 5 working days of the inspection based on the inspected schools working days, the inspector must send the first draft of the report to the critical reader. This should be a complete draft. The inspector should also send the critical reader a copy of the PIP.

95. Within 3 working days of receiving the first draft report, the critical reader should conduct the critical read and respond to the inspector by email with detailed comments. In some circumstances, the critical reader may contact the inspector by telephone at an agreed time. Track changes must not be used as these can be retrieved even when they have been accepted. Margin comments and questions should be used instead. On rare occasions the critical reader may feel it is necessary to make suggested changes to the text. If this is done these should be made clear to the inspector by highlighting in colour. Changes to text should be avoided. The critical reader has a responsibility to ensure the report is compliant with the evaluation schedule, is coherent and has sufficient clarity for the reader. Judgements should also be internally consistent and supported by the evidence given.
96. The critical reader is not there to correct more than the occasional spelling and grammar errors. If they consider the report to contain too many grammatical errors, then they should return the report with a copy of the Education Office House Style policy. Inspectors are recommended to 'ask a friend' to read the report through before sending the report for critical reading. The inspector is advised to 'sleep on it' before sending the report.
97. The inspector should respond to the critical reader's comments and provide an amended draft. It may take a number of drafts to arrive at an agreed version of the report. However, if an inspector's reports consistently require more than 4 drafts, the critical reader should inform the diocese.
98. When the critical reader has signed off the report the inspector should send this version to the school as a PDF and watermarked draft for checking. This will normally be for factual accuracy, but occasional changes of wording and terminology are permissible. The report is still confidential at this stage and the factual check should be limited to the headteacher, Chair of Governors and, in the case of a VA school, the RE leader.
99. The school should respond to the inspector within 24 hours of receipt of the report for factual checking. If this is likely to take longer the school should inform the inspector.
100. Once the school has returned the report as accurate, the inspector must send it to the diocese for publication and the diocese or inspector, depending on the diocesan protocol, should send the final copy to the school in PDF format. The diocese should retain a copy and a word copy is sent to the Education Office SIAMS Administrator along with the inspector claim form. The report and inspector claim form should normally be sent to the Education Office within 15 working days of the inspection being conducted. If the diocese delays sending claim forms to the Education Office this will result in late payment to the inspector.
101. There should be no reason for the diocese to change the report after it has been agreed by the inspector and the school. If the diocese highlights any factual inaccuracies in the report, changes must be agreed with the school and the inspector. This should be done before publication.

102. When the diocese sends the report and claim form to the Education Office SIAMS Administrator, the subject line for the email should read: **St Teresa's VA Primary school Casterbridge diocese SIAMS report**. Please do not simply put 'SIAMS'.
103. If the school is a joint Church of England/Methodist school, the report and claim form is usually managed by the Church of England diocese. If it is a Methodist school, the Methodist Church will manage the report and claim form.

Resolving disagreements

104. If the inspector does not agree with the critical reader, the inspector should indicate in writing why the suggested changes should not be made. The drafts, PIP and the inspector's written response should then be sent to a second critical reader for a second opinion. The diocese is responsible for arranging and funding this. The Education Office and (if the critical reader is *not* a diocesan officer) the diocese should be informed at this stage that the final report will be delayed. It will be for the diocese to judge if the school concerned should also be informed.
105. If the inspector does not accept the view of the second critical reader the draft reports, the PIP, the inspector's written response and all associated email correspondence should be sent to the School Character and SIAMS Development Manager at the Education Office for review. Their judgment will be final.
106. If a critical reader is not satisfied that the evidence presented in the report fully supports the grade given they must request that the inspector reflects on the grade and the text of the report. If the inspector, after reflection, still disagrees, or the new wording presented still does not, in the view of the critical reader, support the grades given, the critical reader must inform the SIAMS manager who should call in the inspector's evidence base. The report should not be sent to the school for factual checking, although the SIAMS manager should inform the school of the delay.
107. The evidence base should be sent to a second critical reader. The diocese is responsible for arranging and funding this and informing the school and the education office of the possible delay. If the second critical reader and the inspector cannot reach agreement, the SIAMS manager should contact the School Character and SIAMS Development Manager at the Education Office who will review the evidence base and the draft report. Their decision will be final.
108. Any disagreement between the inspector and the school over judgements of the inspection must in the first instance be dealt with by the inspector and the school. If the school wishes to raise an appeal or a complaint the relevant policy must be followed. (see Appendix H)

109. If the school thinks the inspection outcome is unfair or does not accurately reflect the school, it should follow the appeals policy. An appeal is a request from the school that the inspection outcome should be reviewed because it is believed that an injustice has occurred. (See Appendix H)
110. If the school is unhappy with the inspection experience because of the conduct of the inspector the school should follow the complaints policy. A complaint is a concern raised by the school regarding their dissatisfaction with the conduct or behaviour of the inspector. (See Appendix J)

I4. Ongoing training

National Compulsory Ongoing Training

111. All inspectors must attend annual ongoing training as set out by the Education Office.
112. The theme for the annual national ongoing training is determined by the Education Office and the training materials are produced and provided by the Education Office, but the training is delivered regionally. A team of trainers reflecting the diocesan regions are invited to attend the 'train the trainers' day each year to prepare to deliver the training in their regions.
113. The Education Office will ask dioceses for the details of their training day (dates/course leader/venue/booking details). These details will then be displayed on the Church of England website to allow inspectors to find their local course. Inspectors do not have to attend in their home region, but rather can attend which ever training date/venue works best for them.
114. The trainer must take an attendance list at the training and this list must be sent to the Education Office so that the national inspection roll can be updated. It is vital that this attendance list is taken as it is the record of which inspectors have attended the ongoing training. The Education Office uses this list to mark off which inspectors have attended the training. When all the training has been delivered in the dioceses, the Education Office organises a 'mop-up' training to which all inspectors who have not yet received training will be invited.
115. For time to time the Education Office will issue update modules, normally in response to new inspection focuses or concerns. Inspectors will be required to complete these modules. Dioceses may organise learning hubs for inspectors based around these modules or inspectors may complete them individually as a distance learning task.

Appendix A

The Protocol for section 5 and section 48 inspections

THE INSPECTION OF PUBLICLY FUNDED SCHOOLS WITH A RELIGIOUS CHARACTER IN ENGLAND (THOSE SCHOOLS SUBJECT TO INSPECTION UNDER BOTH SECTIONS 5 AND 48 OF THE EDUCATION ACT 2005)³

PROTOCOL FOR INSPECTORS AND INSPECTORATES

1.1 Background

1. Maintained schools and academies are subject to inspection by Ofsted under section 5 of the Education Act 2005 (“a section 5 inspection”). In schools designated as having a religious character, the remit of this inspection is limited in certain respects, as these schools are also subject to a religious or denominational inspection under section 48 of the same Act (“a section 48 inspection”).
2. Section 5 and 48 inspections together constitute the complete inspection regime in schools with a religious character. This complementary regime is the latest manifestation of the settlement between the State and the churches and other religious bodies in the nineteenth century. In particular, the settlement is set out in correspondence in 1847 providing that the State’s inspectors would “examine and report upon the secular instruction only” while it would rely on the declaration of the appropriate ecclesiastical authority that the religious elements were satisfactory. Accordingly, both inspection frameworks are entitled to parity of esteem.
3. Ofsted has no statutory remit in respect of section 48 inspections. This protocol is designed to clarify the manner in which section 5 and section 48 inspections relate to each other, to assist the overall delivery of a complete and competent picture of each school with a religious character.
4. In this protocol, unless the context requires otherwise, “school” includes all maintained schools and academies (including free schools) with a religious character, and “governing

³ From 2016 Catholic dioceses will carry out non-statutory denominational inspections in Catholic sixth form colleges in a similar way to s.48 inspections of schools. This protocol will be observed with respect to the relationship between those diocesan inspections and Ofsted inspections of catholic sixth form colleges under the Common inspection framework 2015 and part 8 of the Education and Inspections Act 2006 *mutatis mutandis*.

body” includes the board of directors of an academy trust company. The “appropriate religious authority” means the body specified in relation to the school in the Education (School Inspection) (England) Regulations (2005) No 2038.

5. This protocol governs the relationship between Ofsted and the appropriate religious authority and/or its inspectorate for religious education. It serves to ensure that:
 - a. appropriate arrangements are in place for the independent scheduling of section 48 inspections
 - b. the scope and remit of the respective parties and the relationships between them are clearly defined and understood
 - c. if section 5 and section 48 inspections occur simultaneously, inspectors co-operate while remaining within the statutory requirements of each inspection, including the provision of separate reports and
 - d. there is a good working relationship between Ofsted and the appropriate religious authority that is signatory to this protocol
6. This version of the protocol is between Ofsted and the Church of England Education Office (National Society).

1.2 The Legal Framework

7. Schools have a religious character if they are designated by the Secretary of State under section 69(3) of the School Standards and Framework Act 1998. In these schools, section 5(7) of the Education Act 2005 provides that denominational religious education and the content of collective worship may not be inspected under section 5, but are to be inspected under section 48. The funding agreements of academies (including free schools) provide that denominational religious education and the content of collective worship are to be inspected under section 48 in the same way as maintained schools. These inspections have the same character and status as section 48 inspections.
8. Section 5 inspections must therefore not extend to a judgment of, nor may section 5 inspectors comment on, denominational religious education or the content of collective worship and assemblies.
9. The governing body of a school (or foundation governors in the case of a voluntary controlled school) is responsible, after consultation with the appropriate religious authority, for setting up the section 48 inspection and for appointing that inspector.

10. Section 5 inspections are generally carried out by a team, one member of which is designated the lead inspector. This designated lead inspector may be one of Her Majesty's Inspectors (HMI). Section 48 inspections are generally carried out by one or two inspectors, approved by the appropriate authority. Where an inspection is carried out by a single inspector, the term "lead inspector" is used to describe this inspector in this protocol.

1.3 Scheduling the section 48 inspection

11. Section 48 inspections and section 5 inspections are scheduled separately and independently from each other. Each prescribed inspection authority is able to determine the timing of these inspections as long as they occur within the statutory timescales (which, in the case of section 48 inspections, is within 5 years of the end of the school year in which the school was last inspected).
12. A separate arrangement with the DfE allows for a grant to be made payable in accordance with the DfE policy requirements for section 48 inspection.
13. No school is exempt from section 48 inspection, which must always occur within five years of the end of the school year in which the school last received a section 48 inspection.⁴
14. Ofsted will inform the appropriate religious authority and the signatory organisations to this protocol of the names of relevant schools designated as having a religious character to be inspected on the day the school itself is informed.

1.4 The scope and remit of each inspectorate and the relationship between them

15. It is the duty of a section 5 inspector, acting on behalf of Her Majesty's Chief Inspector of Education, Children's Services and Skills, to inspect and report on the quality of education and in particular:
- (a) the achievement of pupils at the school;
 - (b) the quality of teaching in the school;
 - (c) the quality of the leadership in and management of the school;
 - (d) the behaviour and safety of pupils at the school.

⁴ The Education (School Inspection) (England) (Amendment) Regulations 2009

In reporting on these areas, inspectors must consider—

- (a) the spiritual, moral, social and cultural development of pupils at the school;
- (b) the extent to which the education provided at the school meets the needs of the range of pupils at the school, and in particular the needs of—
 - (i) pupils who have a disability for the purposes of the Equality Act 2010, and
 - (ii) pupils who have special educational needs.”

In a section 5 inspection these are incorporated in the judgements on:

- effectiveness of leadership and management
- quality of teaching, learning and assessment
- personal development, behaviour and welfare
- outcomes for pupils.

Each of these areas receives a formal graded judgement which contributes to the overall effectiveness judgement on the school.

16. An inspection under section 5 must not extend to:

- a. denominational education, or
- b. the content of collective worship

17. Denominational education, including any judgment on teaching, learning and assessment and the content of collective worship, are to be inspected by the section 48 inspector alone.

18. Although a section 5 inspector cannot make a judgment on denominational education or the content of collective worship, a section 5 inspector may visit religious education lessons and acts of collective worship to help them to arrive at a whole-school judgement about:

- a. spiritual, moral, social and cultural education;
- b. behaviour for learning; and
- c. pupils' welfare.⁵

19. Section 48 inspection reports shall not be subject to scrutiny by Ofsted for the purposes of quality assurance, and section 5 inspection reports shall not be subject to scrutiny by section 48 inspectors or the appropriate religious authority for the purposes of quality assurance.

⁵ School inspection handbook – August 2016- Annex

20. The work under section 48 of the Education Act 2005 of any section 48 inspector who also inspects under section 5 shall not be admissible in support of her or his performance management by Ofsted.
21. The existence of a section 48 inspection report on a school shall be acknowledged in the *Information about the school* section of a section 5 inspection report.
22. The failure of the governing body of a school with a religious character to arrange a section 48 inspection within the prescribed period can be considered as part of the evidence for a section 5 inspection in relation to the assessment of leadership and management. Section 5 inspectors are required to consider the effectiveness of governors in discharging their core statutory functions.
23. Representatives of the appropriate religious authority are entitled to attend the final feedback meeting given by the lead inspector to the senior management and those responsible for the governance of the school.

1.5 Relationship between inspectors during concurrent inspections

24. If the independent scheduling of the section 48 inspection results in the section 5 and section 48 inspections being scheduled to occur on one or more of the same days, then it will be permissible for both inspections to happen simultaneously.
25. Where inspections take place concurrently, each lead inspector will, if requested, make available to the other lead inspector their evaluation schedule and any supporting guidance.
26. Section 5 and section 48 inspectors should jointly take steps to avoid over-inspection of particular teachers and to minimise the burden on the school.
27. In the case of concurrent inspections, to support their understanding of the school and its standards and provision, section 5 and section 48 inspectors may discuss, within the terms of the Ofsted Code of Conduct for inspectors, inspection evidence and emerging judgements, providing that no inspector from either inspection shall seek to take part in decisions or influence judgements made by inspectors from the other.
28. Where inspections occur concurrently, feedback on both inspections may take place at the same meeting, with the agreement of those receiving feedback, and provided that the feedback and subsequent discussion are conducted under the terms of the Ofsted Code of

Conduct for inspectors. The timing of the feedback should be agreed beforehand by the inspection teams and the school's leadership.

29. In cases where the inspections take place within the same term, the lead inspector on the later inspection should inform him or herself of any key issues raised at the earlier inspection but should not use its evidence in their own inspection.

1.6 Relationship between Ofsted and the signatory

30. Ofsted and the signatory to this protocol will:

- a. consult each other on drafts of any documents that will affect schools with a religious character
- b. hold meetings with each other on a regular basis, in proportion to the number of section 48 inspections covered by this protocol
- c. respond in a timely manner to any concerns raised by the other in relation to inspection
- d. at all times work collaboratively and in a spirit of partnership for the common good of the education system as a whole

31. This protocol will be subject to collective review and amendment by Ofsted and other signatories from time to time.

Relevant parties to this agreement

Church of England National Society – representing diocesan authorities

Catholic Education Service – representing diocesan authorities

Pikuach – representing the Board of Deputies of British Jews

The Methodist Church

The Association of Muslim Schools

The Network of Sikh Organisations

Appendix B

Code of Practice for SIAMS Inspectors

This document sets out the Church of England Education Office's standards for SIAMS inspectors and its expectations for professional and personal conduct. All SIAMS inspectors must follow this code of practice. This code may be used at any time by the Church of England Education Office or the relevant Diocese to monitor or evaluate the conduct of inspectors. It may also be used by schools to raise a complaint or report on the conduct of inspectors.

General

Inspectors must:

1. adhere to the standards set out in this document
2. have a thorough knowledge of the current SIAMS Evaluation Schedule
3. be familiar with and comply with Church of England Education Office and diocesan protocols, policies and guidance
4. do nothing to bring the reputation of the Church of England Education Office, the Statutory Inspection of Anglican and Methodist Schools (SIAMS) or the relevant diocese into disrepute
5. carry out inspections and conduct themselves in a professional manner, demonstrating integrity, objectivity, courtesy, sensitivity and clarity

GDPR

The inspector is expected by the Education Office to follow the following principles during the SIAMS inspection process:

- inspectors should not hold data that enables the identification of individual pupils.
- data held electronically should be password protected.
- any data held should be destroyed after six months from the end of the inspection.

Inspectors must draw the school's attention to the SIAMS GDPR declaration statement

Safeguarding

6. All inspectors must ensure they follow best practice for safeguarding children and are familiar with any updates from their Diocese, the Church of England Education Office and the Department for Education.
7. Inspectors must:
 - a. Ensure that their DBS check and insurance cover is current.
 - b. Show Church of England Education Office SIAMS Inspector ID badge on arrival at the school and wear at all times.
 - c. Be familiar with procedures for raising a child protection concern both within

the school and through the diocese and, if necessary, follow them during the inspection.

- d. Not take any photographs of children during inspections.
- e. Follow any safeguarding policies the school has in place (for example, a school may have a no phone rule for staff).

Conflict of Interest

8. Inspectors must not inspect a school where there may be a conflict of interest due to a prior connection between the inspector and the school.
9. A conflict of interest exists where an inspector:
 - a. has been employed at the school in the ten years prior to the inspection
 - b. is a close relative of a pupil or member of staff
 - c. has been a governor of the school in the preceding five years
 - d. has provided significant consultancy, advisory work or training in the school
 - e. has previously inspected the school in any capacity.
10. Some dioceses have systems for inspectors to register any potential conflicts of interest with diocesan schools. Where this is not the case, inspectors should inform the diocese of any conflict of interest as soon as the name of the school to be inspected is known. It is, therefore, important that the diocese informs the inspector of the name of the school before the inspection is triggered with the school.
11. Inspectors must not actively seek or promote services that are to their own personal or financial benefit or that of their own school/MAT, if a serving leader, as a direct result of the inspection.

Professional Courtesy

Inspectors must:

12. Respect the frameworks for SIAMS and Ofsted by not expressing personal opinions on their content or organisation.
13. Refrain from commenting on the work of the DfE or the appropriate local authority, academy chain or multi-academy trust.
14. Refrain from making any comments (positive or negative) on the work of other professional colleagues, including the previous inspector.
15. Avoid promoting or expressing personal opinions about a particular methodology or commercial materials adopted by the school.
16. Avoid engaging with the media on inspection issues. Refer any enquiries to the Church of

England Education Office or the relevant diocese.

17. Maintain positive and courteous working relationships with all members of the school community, including relating to pupils in a respectful and appropriate manner.
18. Use courteous and professional language at all times, including in emails.

Respecting Confidentiality

Inspectors must:

19. Respect confidentiality of performance data and information about vulnerable pupils. Any document containing pupils' names must remain in the school.
20. Decline to accept any information or opinions in confidence because this may compromise the safety of individuals or the outcomes of the inspection. The inspector should explain that this is not possible but, if necessary, it will be shared only with people who are appropriate because of their roles. If information is subsequently shared, it should be recorded but also highlighted as given in confidence on evidence forms.
21. Keep the outcomes of the inspection confidential to the school and appropriate diocesan officers until the report is published.
22. Ensure that emails about the inspection are not accessible to others.

Respecting Protocols

Inspectors must:

23. Give due priority to diary time for preparing the Pre-Inspection Plan (PIP) and producing the final inspection report in order to meet Church of England Education Office and diocesan timescales.
24. Arrange to gather on-site evidence and provide summary feedback to senior leaders between 8am and 6pm.
25. Turn off mobile phones or switch to silent mode during the inspection. Inspectors should not conduct business unrelated to the inspection during the day.
26. Keep inspection evidence bases for a maximum of 6 months. After this time, they should be destroyed by a secure method e.g. shredding.
27. Check the education pages on the Church of England website regularly. Whilst the Church of England Education Office and diocesan staff do their best to circulate updates, it is the responsibility of inspectors to keep their documentation up to date.
28. Once registered, inform the Church of England Education Office and relevant dioceses if contact details change.
29. Attend a minimum of one day of national on-going training and within required timescales complete Education Office supplied inspector training modules.
30. Maintain a record of inspections and training undertaken, this will be required by the Church of England Education Office when badge renewal is requested.

31. Conduct at least three inspections per academic year unless prevented by medical needs or special circumstances that have been discussed with the relevant diocese.
32. Inform the Church of England Education Office when they stop inspecting due to retirement etc.

Appendix C

Dispensation policy for the three inspections per year rule

Rationale

The policy was introduced to ensure higher quality inspection practice and to reflect the growing professionalism expected of SIAMS inspectors. It is the view of the Church of England Education Office that for an inspector to maintain a sufficient degree of judgement and engagement in SIAMS practice, as well as attending the annual ongoing inspector training, they should all carry out at least three inspections in an academic year. This is below the expectation of Ofsted. This policy was announced in the Inspector Handbook (May 2015), with the intention that it be applied from September 2016. Following requests from dioceses and to enable greater flexibility we have decided to change this to three inspections per academic year.

Policy

The Education Office recognises that there may be occasions when an inspector may not be able to undertake three inspections in an academic year. If this is the case the following process should be followed.

1. As soon as the inspector realises that they may not be able to undertake three inspections in a given year they should make the Education Office aware by emailing derek.holloway@churchofengland.org
2. If the inspector wishes to carry on as an inspector, they must contact the diocese they most regularly inspect for to see if the diocese is willing to support their continued work as an inspector.
3. The SIAMS Manager of the diocese must then send an email to the School Character and SIAMS Development Manager (derek.holloway@churchofengland.org) giving the reason why the inspector has been unable to complete three inspections in any given year, stating that they are willing for the inspector to carry on and outlining how they will support the inspector in managing their skills i.e. arranging a shadow inspection.
4. The School Character and SIAMS Development Manager will then consider the application for a dispensation to allow the inspector to stay on the roll. Their decision will be final.

Possible grounds for dispensation:

- Short term ill health (i.e. a broken leg/hip operation) that resulted in time off work.
- Secondment to a related educational role which results in a conflict of interest with a SIAMS inspector's role.

The following would not be considered strong enough reasons:

- Refusal of headteacher or governors to release the inspector to do three inspections a year.

- The diary of the inspector too full of other work or church responsibilities to accommodate three inspections per year.

Notes:

If the inspector's third inspection of the year is deferred or postponed at the last moment then, so long as the inspection is carried out within the first half term of the next academic year, this will still count as a third inspection for this purpose. An inspector will not be allowed dispensation for more than one year.

Appendix D

DBS guidance

The Church of England in partnership with the Methodist Church identifies the safeguarding and protection of children, young people and all adults among its Safeguarding Principles. All those who work with or have significant contact with children are in positions of trust. This document sets out the expectations of those involved in the Statutory Inspection of Anglican and Methodist Schools (SIAMS) to safeguard children and young people.

The Church of England Education Office requires that all SIAMS inspectors hold a current **full and enhanced** certificate provided by the Disclosure and Barring Services (DBS). Guidance from Ofsted and the Department for Education states: ‘Staff such as educational psychologists, supply teachers, trainee teachers, nurses, sports coaches and **inspectors** are DBS checked by their ‘providing’ organisation i.e. the supply agency, the university, PCT, LA, etc. As the body (jointly with a school’s governing body) responsible for selecting an inspector, the Diocese must ensure that the DBS check is complete.

Written confirmation that the diocese has carried out the check should be sent to the school. This is done when the school is informed of the name of the inspector. This can be in the form of a letter confirming that all inspectors will carry an Education Office photo ID badge that confirms their DBS status, or as a statement on the diocese’s website. All inspectors must display their ID badge throughout the inspection.

The Church of England Education Office is unable to confirm the DBS status of any inspector not registered with the Education Office. Payment to unregistered inspectors must be sought directly from the Department for Education by the Diocese.

I. Renewal

The Church of England policy⁶ on the renewal of DBS checks is currently for all checks to be renewed after five years. For the purpose of SIAMS, the Church of England Education Office guidance is for dioceses to follow this policy when selecting a fit and proper person to conduct an inspection.

There is no official expiry date for a criminal record check issued by the DBS. Any information on a certificate is only accurate at the time of issue and it is for this reason the Church of England Education Office requires a new criminal record check. It is the individual responsibility of inspectors to ensure that their check is renewed by the five-year deadline. However, the diocese must have systems in place to monitor the criminal record checks and identify when the deadline is pending.

⁶ Practice Guidance: Safer Recruitment (July 2016) https://www.churchofengland.org/media/2552006/safer_recruitment_practice_guidance_2016.pdf

DBS guidance recommends that organisations may keep a record of the following details of the certificate:

1. Date of issue
2. Name of the subject
3. The unique reference number of the certificate
4. Type of certificate issued (e.g. fully enhanced)
5. Position for which the certificate is requested

A record of the first three details must be forwarded to the Education Office SIAMS Administrator (peter.churchill@churchofengland.org).

2. Trainee Inspectors

Trainees participating in the new inspector training programme are required to undertake a shadow and sign-off inspection and will need to have a full and enhanced DBS to do this. Trainees are asked to make sure they have up to date DBS clearance that will last the duration of the course. Trainees will be asked to provide their DBS number and date of issue on the first day of the new inspector training course in order to ensure that all trainees can complete the shadow and sign-off inspection. The diocese must also retain a copy of these details for its own records. However, DBS certificates must not be photocopied.

3. Portability

Portability is defined as the 're-use of a DBS check, obtained for a position in one organisation and later used for another position in another organisation.' Guidance from the Disclosure and Barring Service states that agencies are free to use checks that have been undertaken by other companies. Schools are now permitted to accept a DBS certificate obtained from a previous post into a new school or authority as long as the applicant has had no break in service longer than three months and the check is at the right level (in this case fully enhanced). Given this advice, dioceses may decide (based on their own risk assessment) whether or not to accept the DBS check an inspector has obtained while working with another diocese. In that circumstance dioceses must ensure that they have a full record of all the details listed above. This also applies to serving school staff who undertake SIAMS inspections on behalf of dioceses. If any diocese, school or MAT wishes to independently check the inspector's DBS certificate they are required gain the inspectors permission first.

4. Managing Allegations

All allegations against a SIAMS inspector must be reported to the diocesan safeguarding children adviser who will then liaise with the Local Authority Designated Officer (LADO). The LADO may arrange for an investigation by the statutory authorities which may be in conjunction with a disciplinary investigation by the school and diocese. The LADO will work under the procedures of the local safeguarding children board (LSCB), which should be consulted.

Reporting to the LADO does not remove responsibility from the employer to take disciplinary action if appropriate. The LADO may convene one or more strategy meetings to plan the investigation; a suitable representative of the school and the diocesan safeguarding children adviser should attend. All relevant information should be shared with those who have a legitimate need to know in the Church and with the statutory agencies. Confidentiality should be maintained outside this group.

The fact that a person tenders his or her resignation, or ceases to provide their services, must not prevent an allegation being followed up.

Dioceses must issue guidance to inspectors about what to do in the event that a child or young person discloses information to an inspector while they are undertaking their duties.

Where there is any confusion about whose responsibility it is to undertake a safeguarding action arising from a situation in the school, it is the school's responsibility to clarify this with the local authority and the diocese.

Appendix E

Inspection Funding Guidance

Church of England Education Office / Department for Education (DfE) Funding Agreement

- As is the case with all faith bodies who carry out S48 inspections, prior to the start of each academic year, the Church of England Education Office is required to sign a Funding Agreement with the DfE. This sets out the expected level of funding for that year, and the control and monitoring processes the DfE require in order for the Grant for S48 inspections to be paid.

Grant

- The Education Office collates the schedules of inspections received from dioceses and checks them against the scheduling criteria. The collated schedule is then costed, based on the fee table below:

£450	All VC schools, primary and secondary Sponsored/Converter Academies which were previously VC Schools
£550	All VA primary age schools Sponsored/Converter Academies which were previously VA Primary Schools Free Schools
£1000	All VA secondary age schools Sponsored/Converter Academies which were previously VA Secondary Schools

- For Free Schools it is important to check their funding agreements. If RE is to be inspected they will count as VA schools; if not, they will count as VC schools on the basis of the table above.
 - For SIAMS funding purposes 'All through schools' count as one school regardless of the number of key stages they cover. If the school or academy is deemed a VA school then £1000 will be the fee if key stages 3, 4 or 5 are involved. If the school is deemed a VC school or academy the fee will be £450 regardless of the number of key stages covered. Dioceses are advised to consider the implications of this when appointing inspectors to all through schools.
 - It is always possible to include an inspection of Religious Education into a VC school or former VC academy inspection. The extra fee, however, should be paid to the inspector directly by the school or diocese. A letter requesting this should be sought from the school or academy concerned.
- An administration fee of £25 per inspection is added, making up the total grant claim.

4. It should be noted that the inspection and administration fees above are seen by the DfE as a contribution towards the cost of S48 inspections, not a grant intended to pay the total cost incurred by the dioceses and the Education Office. In discussions with the DfE about the possibility of increasing these amounts, it has been stated clearly that funding is limited, and there is no possibility of the DfE contribution being increased. DfE has further stated that if the dioceses or the Education Office wish to increase the fee paid to inspectors, they will have to cover the increase themselves.

Inspector Registration and Insurance

5. The registration fee for SIAMS inspectors is £22.50. This covers the cost of issuing and maintaining inspector badges and maintaining registration records.
6. It should be noted that insurance is the responsibility of the inspector, and under NCI procurement rules the Education Office cannot recommend, or negotiate with, insurance providers on their behalf.

Inspection and Administration Fees

7. The Inspection fee specified in the above table is paid in full to the inspector on receipt of the report and claim form from the diocese. The Education Office will not pay for reports that are not consistent with the evaluation schedule in force at the time.
8. The Administration Fee of £25 per inspection is intended by the DfE to be a contribution towards the cost to both the dioceses and the Education Office of administering SIAMS as a whole.
9. The Administration Fee is collated by the Education Office throughout the academic year and shared out between the dioceses and the Education Office in November each year. The payment is made in November because reports for inspections in the summer term are often still being submitted to the Education Office in September and October.
10. The dioceses receive 70% (or £17.50) of the Administration Fee. The payment each diocese receives is calculated from the number of inspection fees paid for that diocese in the Academic year, x £17.50.
11. The Education Office retains 30% (or £7.50) of the Administration Fee.
12. The Education Office is aware that the administration fee does not cover all the costs incurred by either the dioceses or the Education Office in administering SIAMS. For example, as published in each of the last three Annual Report and Accounts, the Education Office has had to cover its overheads on S48 over and above the amount it receives from the administration fee by an average amount of £35,792 per annum.

Appendix F

SIAMS Templates

The Church of England Education Office has produced template documents to be used by inspectors during SIAMS inspections.

All of these documents are shared during new inspector training and are available directly from the Education Office.

The following templates ***must*** be used by inspectors:

- Initial Phone Call Template
- Pre-inspection Plan (PIP)
- Key data collection form
- Evidence Form (EF)
- Final Feedback Form
- Mid inspection Feedback Form
- Report Template
- Inspector Claim Form
- Inspector Registration Form
- Inspector Record Form

The following guidance documents **must** be followed by inspectors, critical readers and dioceses:

- SIAMS Handbook
- Deferral Policy
- Appeals and Complaints Policy
- Code of Practice for SIAMS Inspectors
- SIAMS House Style
- Timetable Guidance
- Preparing the Inspection Checklist
- Inspection Day Checklist
- Checklist for Report Writing

Appendix G

Deferral Policy

There may be rare cases when diocesan staff identify exceptional circumstances or concerns in a school that warrant consideration of a delayed inspection.

The purpose of this document is to outline the procedure for requesting a deferred inspection in accordance with the protocol agreement between the Church of England Education Office and the Department for Education.

Dioceses have considerable discretion in the timing of inspections within scheduling protocols. When submitting their schedule for the term dioceses are advised to use local intelligence to avoid, where possible, dates which might require a deferral. This should also make it possible to predict and procure sufficient inspectors to cover the number of inspections the diocese has requested. Of course, some situations cannot be predicted.

There are two ways of moving an inspection:

1. Adjustments

An adjustment is moving an inspection from one term to another term in the same academic year.

This can be achieved with limited financial complication and should be the first consideration when a diocese has identified a need to move an inspection.

2. Deferrals

A deferral means moving an inspection from one academic year to another. This is far more complicated and should be avoided where possible.

School A is seeking an adjustment because there are concerns about the effectiveness of the Vicar. This is related to Parish issues rather than the school but it means that the Vicar is in dispute with some of the foundation governors. The school is open and the situation is not impacting the pupils in any significant way.

In this situation, there are no grounds for an adjustment or a deferral. The SIAMS inspection should take place as planned.

If the diocese does feel there is a case for an adjustment or a deferral, diocesan staff should first conduct a review to establish whether the concerns/issues identified are having such a profound impact that a SIAMS inspection would be unable to evaluate the SIAMS inspection question: How effective is the school's distinctive Christian vision, established and promoted at all levels, in enabling pupils and adults to flourish? If the inspection is scheduled within the first or second terms of an academic year consideration should be given to making an adjustment instead of a deferral.

Listed below are some examples of the type of things that might warrant an adjustment or a deferral:

1. The school has experienced a major incident, such as a fatal accident involving a member of staff or pupil.

2. The headteacher or a member of the school's senior leadership team is the subject of a current police investigation which would be compromised by an inspection of the school.
3. The school is closed to all pupils – for example, owing to adverse weather conditions – for at least half of the period for which the inspection has been scheduled.
4. At least three quarters of the pupils will not be at school – for example, owing to a school trip or a religious festival – for at least half of the period for which the inspection has been scheduled.
5. Other exceptional circumstances which, in the judgement of the Education Office, justify deferral or cancellation of the inspection as the named religious authority in the Section 48 Agreement with the DfE.

Once the diocese is satisfied that they need to request an adjustment or a deferral they will need to make a request to the Education Office School Character and SIAMS Development Manager (derek.holloway@churchofengland.org). It cannot be a unilateral decision by the diocese or any of its officers. This request should be in the form of an email, so there is an evidence trail, from the SIAMS manager or the diocesan director of education with an explanation of the reasons relevant to the individual circumstances of the school which is the subject of the request.

School B. A member of the senior leadership team with two young children in the school was diagnosed with terminal cancer earlier this year. She is deteriorating fast and is now in a hospice with only a few weeks to live. The pupils are aware of the situation and have recently said their goodbyes when the teacher visited the school last week. The school and clergy are working hard to support the staff and pupils but many are emotionally exhausted.

Whilst in many ways this may show the school as a Christian community at its best, the extra strain and stress caused by a SIAMS inspection would not be helpful and so the inspection can be deferred or adjusted.

The School Character and SIAMS Development Manager will then make a decision on whether an individual school can have its inspection adjusted or deferred or not.

Applications to adjust or defer a planned inspection on the following grounds will not be accepted as pupils at the school are still receiving education:

- The headteacher is out of school
- The school has been judged to require improvement by Ofsted
- Difficult relations between the governing body and the senior leadership team
- The school wants more time to improve in order to secure the best judgement
- An imminent change of leadership
- The diocese hasn't been able to secure enough inspectors

On occasion it may happen that a SIAMS inspection is scheduled and an Ofsted team contact the school to inform them they will be inspecting on the same day or turn up to do a no notice inspection on the day of the SIAMS inspection. In such a situation it is possible for both inspections to

take place concurrently, indeed there may be advantages to this. However, if the headteacher feels that the two inspections running concurrently will place too much pressure on the school staff, governors or pupils the SIAMS inspector must stand down. The diocese, in conjunction with the inspector, will then arrange for the inspection to take place at the earliest date possible.

On occasion the situation may occur that a school has had an Ofsted judgement that has resulted in the school being re-brokered by the Regional Schools Commissioner into a Multi Academy Trust (MAT). In such circumstances it is recognised that to conduct an inspection of a school which will report to school leaders and governors who are about to stand down is of limited value and may add a significant burden to the school community. It is therefore possible to defer the inspection until the first term in which the new MAT school leadership is in place.

If there is no immediate likelihood of the re-brokering process going ahead then the SIAMS inspection should take place.

Appendix H

Appeals and Complaints Policy

There are two types of concern that schools can raise at the end of an inspection or after the inspection has taken place:

1. If the school thinks the inspection outcome is unfair or does not accurately reflect the school, it should follow the **appeals policy**. An appeal is a request from the school that the inspection outcome should be reviewed because it is believed that an injustice has occurred.
2. If the school is unhappy with the inspection experience because of the conduct of the inspector the school should follow the **complaints policy**. A complaint is a concern raised by the school regarding their dissatisfaction with the conduct or behaviour of the inspector.

It is possible for schools to want to raise an appeal and a complaint with regards to the same inspection. If this is the case, the appeals process and issues connected with the report's outcomes should take precedence and be addressed first.

A complaint against an inspector will not affect the inspection outcome. If the school feels the inspection outcome was affected by the inspector's conduct the appeals policy should be followed and the concerns over conduct raised within that process.

No school raising an appeal or a complaint under these procedures, whether successfully or otherwise, will be treated less favourably than would have been the case had an appeal or complaint not been submitted. The diocese should also remember that it has a duty of care for the wellbeing of the inspector concerned.

The Church of England Education Office's Appeals and Complaints Policy does not apply to inspectors who are not accredited by the Education Office or to inspectors appointed by a governing body of a school without the explicit support of the diocese concerned.

At the end of the SIAMS inspection the inspector will ask the school two questions:

I. Does the school consider the outcomes to be fair and accurately reflect the school?

If the school answers this question negatively the appeals policy should be followed by the school and the diocese. This investigation may result in a higher or a lower outcome for the school in one or more of the areas inspected.

2. Does the school consider the inspection to have been conducted in a professional and appropriate manner? If not, the school should contact the diocese within 10 working days from receiving the report for factual check.

If the school replies 'no' to this question, feel they cannot answer, or if they raise a concern with the diocese within 10 working days from the school receiving the report for factual checking regarding the inspector's conduct, the national complaints policy should be followed by the school and the diocese.

Guidance on conducting inspections requires the inspector to maintain a dialogue with the headteacher and senior leaders. In particular, a mid-inspection update meeting and a summative briefing of the headteacher prior to the final feedback are designed to ensure that the headteacher is aware of how grades are emerging and has opportunities to offer further evidence. As with all meetings in the course of the inspection, the inspector must maintain a written record of the outcomes.

It is expected that, as regular meetings with senior staff, the inspector must check if there are any concerns about the management of the inspection in order that these might be promptly resolved. These conversations should always be recorded in writing.

Appeals Policy

Step One

The school can raise the issue with the inspector by answering 'no' to the first question on the feedback form. The inspector may reconsider the evidence or consider any new evidence not already taken into account, but this must be presented to the inspector before they have left the school on the day of inspection. If the concern is not resolved as part of the report writing process and the school still has concerns at the point of the factual check, the inspector should inform the diocese that the school doesn't consider the outcomes to be fair and to accurately reflect the school. If the school and the inspector cannot resolve the appeal during the inspection day and report writing process the headteacher, on behalf of the governing body, must contact the diocese and put in writing what it considers to be inaccurate and why. This can be done at any point between the inspection and accepting the report. The final opportunity to raise an appeal is when the report is sent to the school for the factual accuracy check. Appeals must be raised within 10 working days after receipt of the report from the inspector for the final accuracy check. The diocese must confirm receipt of the appeal within 5 working days.

Step Two

The diocese's lead officer for SIAMS should visit the school to discuss the school's concerns. The diocese will seek to determine whether the report is fair and whether SIAMS protocols have been followed. The diocese may decide to call in the inspector's evidence base for this purpose. The diocese may ask the inspector to reflect on the report following a further assessment of the evidence. If this doesn't resolve the situation the diocese should alert the Education Office that the report is now subject to an appeal and that this may delay the publication. The inspection is now considered an 'unfinished inspection'

Step Three

If the school remains dissatisfied with the findings and no agreement is reached the diocese should ask an adjudicator, who should come from another diocese and who has had no connection with the school concerned, from a list held by the Education Office to consider the evidence base and the school's grounds for appeal.

- The request to carry out an adjudication must be in writing giving appropriate timescales for completion and the fee to be paid.
- The adjudicator should receive a written copy of the school's appeal and it is solely against this that they carry out their review. It is not their role to make wider comments or recommendations about the school or the inspectors practice.
- It must be clear what can be requested in the way of evidence from the school and whether any conversations with the school or the inspector are permissible or whether the whole process must be in writing.
- If a school is only challenging one judgement, then only that judgement is subject to adjudication.

The adjudicator will make a recommendation to the diocese. The diocese may ask the inspector to amend the report to reflect the adjudication. The diocese will have to pay the step three adjudicator for their time.

Step Four

If the school remains dissatisfied following step three the diocese must contact the School Character and SIAMS Development Manager at the Education Office (or such person that the Chief Education Officer shall appoint if the post is vacant, the post holder is absent for an extended period or the School Character and SIAMS Development Manager has a connection to the school). The School Character and SIAMS Development Manager will review the inspection evidence and will either support the inspector's findings, ask the inspector to amend the report to reflect this further assessment, or render the inspection void and arrange for a re-inspection to take place. The decision of the School Character and SIAMS Development Manager will be final.

There are three possible outcomes to an appeal:

1. The original findings of the inspection are upheld.
2. The original findings of the inspection are over-ruled and changed. (Please note that an appeal may result in either a higher or a lower outcome for the school in one or more of the areas inspected)
3. The Education Office deems that the school needs to be re-inspected. (Please note that only the Education Office can authorise a re-inspection)

Complaints Policy

At the end of the final feedback session the inspector will ask the school if they consider the inspection to have been conducted in a professional and appropriate manner. The inspector will state that if the school is not happy with the conduct of the inspector they should contact the diocese within the next 10 working days from the factual check being received by the school. Please note that even if the school answers 'yes' to this question the school has the right to raise a concern with the diocese within 10 working days from the date of the inspection.

Step One

The school must contact the diocese to raise their complaint by email, letter or telephone. If the school initially raises the complaint through a telephone conversation the school must also put the complaint in writing and send/email this to the diocese. The diocese must confirm receipt of the complaint within 5 working days.

At this point the diocese's lead officer for SIAMS must contact the inspector concerned and inform them of the situation. The inspector should be offered the support of a suitable person who can act as advocate for them and offer pastoral support if needed. The diocese will be responsible for covering all costs connected with this support.

The diocese's lead officer for SIAMS must refer to the *Code of Practice for SIAMS Inspectors* and gather any evidence necessary from both the school and the inspector. This might include, but is not limited to, interviews with school staff and other adults involved in the inspection. The diocese will then appoint an appropriate person to carry out an investigation into the complaint. The diocese must cover the cost of the investigation. The appropriate person to carry out the investigation will normally be a diocesan officer, a consultant, or a diocesan HR officer.

The lead officer for SIAMS will need to decide as to whether the conduct of the inspector has potentially compromised the outcomes of the inspection. If they feel it has the inspection should be declared an 'unfinished inspection'. They should inform the school and the Education Office.

The diocesan investigation may:

- Dismiss the complaint: No further action is taken but the school and inspector must be informed

- Uphold the complaint
- Partially uphold the complaint.

Outcomes following a complaint investigated by the diocese:

If the complaint is upheld or partially upheld the SIAMS lead officer must decide if this has compromised the outcomes of the inspection. The Education office should be informed of the outcome and the school should receive an apology from the diocese. Appropriate action should be taken to ensure the inspector is given guidance training and support. Each complaint will be dealt with on a case by case basis and outcomes will vary. If the diocese considers the breach to be so serious that deregistration of the inspector should take place they must apply to the Education Office.

The inspector has a right to appeal this decision to the School Character and SIAMS Development Manager at the Education Office who may review the diocesan decision.

Step Two

If the diocese cannot reach a resolution to the situation they must contact the School Character and SIAMS Development Manager at the Church of England Education Office. The School Character and SIAMS Development Manager (or such person that the Chief Education Officer shall appoint if the post is vacant or the post holder is absent for an extended period) will review the evidence gathered in the diocesan investigation and determine whether the inspector did or did not breach the *Code of Practice for SIAMS Inspectors* and whether the breach:

- a) was material or trivial
- b) was deliberate or accidental
- c) represents a potential threat to the Education Office's reputation or that of SIAMS
- d) could be deemed to have undermined the independence of the inspection

The decision of the Education Office on what should be the resolution will be final. The inspector does not have a right to appeal this decision.

Possible outcomes following a complaint:

1. The Education Office may decide that there is no case to answer or that the breach was trivial
2. The inspector may be issued with a written or verbal warning from the Education Office
3. The Education Office may decide that the inspector should be shadowed on their next inspection
4. The Education Office may decide to de-register the inspector

Please note that this list is not exhaustive - each complaint will be dealt with on a case by case basis and outcomes will vary.

Appendix I

GDPR Statement

Article 4:

Definitions. For the purposes of this Regulation: 'personal data' means any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person; 'processing' means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction;

Article 28 Processor

1. Where processing is to be carried out on behalf of a controller, the controller shall use only processors providing sufficient guarantees to implement appropriate technical and organisational measures in such a manner that processing will meet the requirements of this Regulation and ensure the protection of the rights of the data subject.

2. The processor shall not engage another processor without prior specific or general written authorisation of the controller. In the case of general written authorisation, the processor shall inform the controller of any intended changes concerning the addition or replacement of other processors, thereby giving the controller the opportunity to object to such changes.

3. Processing by a processor shall be governed by a contract or other legal act under Union or Member State law, that is binding on the processor with regard to the controller and that sets out the subject-matter and duration of the processing, the nature and purpose of the processing, the type of personal data and categories of data subjects and the obligations and rights of the controller. That contract or other legal act shall stipulate, in particular, that the processor: (a) processes the personal data only on documented instructions from the controller, including with regard to transfers of personal data to a third country or an international organisation, unless required to do so by Union or Member State law to which the processor is subject; in such a case, the processor shall inform the controller of that legal requirement before processing, unless that law prohibits such information on important grounds of public interest. (b) ensures that persons authorised to process the personal data have committed themselves to confidentiality or are under an appropriate statutory obligation of confidentiality; (c) takes all measures required pursuant to Article 32; (d) respects the conditions referred to in paragraphs 2 and 4 for engaging another processor; (e) taking into account the nature of the processing, assists the controller by appropriate technical and organisational measures, insofar as this is possible, for the fulfilment of the controller's obligation to respond to requests for exercising the data subject's rights laid down in Chapter III; (f) assists the controller in ensuring compliance with the obligations pursuant to Articles 32 to 36 taking into account the nature of

processing and the information available to the processor; (g) at the choice of the controller, deletes or returns all the personal data to the controller after the end of the provision of services relating to processing, and deletes existing copies unless Union or Member State law requires storage of the personal data; (h) makes available to the controller all information necessary to demonstrate compliance with the obligations laid down in this Article and allow for and contribute to audits, including inspections, conducted by the controller or another auditor mandated by the controller. With regard to point (h) of the first subparagraph, the processor shall immediately inform the controller if, in its opinion, an instruction infringes this Regulation or other Union or Member State data protection provisions.

4. Where a processor engages another processor for carrying out specific processing activities on behalf of the controller, the same data protection obligations as set out in the contract or other legal act between the controller and the processor as referred to in paragraph 3 shall be imposed on that other processor by way of a contract or other legal act under Union or Member State law, in particular providing sufficient guarantees to implement appropriate technical and organisational measures in such a manner that the processing will meet the requirements of this Regulation. Where that other processor fails to fulfil its data protection obligations, the initial processor shall remain fully liable to the controller for the performance of that other processor's obligations.

5. Adherence of a processor to an approved code of conduct as referred to in Article 40 or an approved certification mechanism as referred to in Article 42 may be used as an element by which to demonstrate sufficient guarantees as referred to in paragraphs 1 and 4 of this Article.

6. Without prejudice to an individual contract between the controller and the processor, the contract or the other legal act referred to in paragraphs 3 and 4 of this Article may be based, in whole or in part, on standard contractual clauses referred to in paragraphs 7 and 8 of this Article, including when they are part of a certification granted to the controller or processor pursuant to Articles 42 and 43.

7. The Commission may lay down standard contractual clauses for the matters referred to in paragraph 3 and 4 of this Article and in accordance with the examination procedure referred to in Article 93(2).

8. A supervisory authority may adopt standard contractual clauses for the matters referred to in paragraph 3 and 4 of this Article and in accordance with the consistency mechanism referred to in Article 63.

9. The contract or the other legal act referred to in paragraphs 3 and 4 shall be in writing, including in electronic form.

10. Without prejudice to Articles 82, 83 and 84, if a processor infringes this Regulation by determining the purposes and means of processing, the processor shall be considered to be a controller in respect of that processing.

