

Rochester and Canterbury Dioceses

Statutory Inspection of Anglican and Methodist Schools (SIAMS) Section 48 inspection

Guidelines for Schools and Inspectors from September 2018 based on the April 2018 Inspection Framework

NB: Scheduling of inspections

1. Denominational Inspections (Section 48 Inspections – known in the Church of England as Statutory Inspection of Anglican and Methodist Schools [SIAMS] are not linked in any way to the school's OfSTED inspection timing).

If a school receives a notification of an OfSTED inspection during the same day as the scheduled SIAMS inspection, they should ring the SIAMS Manager immediately.

2. **From September 2018 the scheduling of S48 inspections will be on the following basis:**

- For a school previously inspected for S48 as 'good' or 'outstanding', a 5 year cycle of SIAMS inspection is the norm. This will normally take place in the long term in which the previous inspection was carried out.
- For a school previously inspected for S48 as less than 'good', the next inspection will take place after 3 years from the date of the last Section 48 inspection, but no later than 5 school years from the end of the school year within which the last inspection took place. This will normally take place in the long term in which the previous inspection was carried out.
- Where a school chooses to convert to Academy status, the date and the outcome of the last Section 48 inspection for the predecessor school will be used to determine the timing of the first Section 48 inspection of the Academy. Where a new voluntary-aided or academy/free school opens, a Section 48 inspection should be scheduled no earlier than 2 years and no later than 3 years from the date of opening. Thereafter the timing of inspections should be in line with the general guidance above.

3. **Other information**

- The school will receive a phone call from the SIAMS Manager or another designated person within the Diocese. This will inform them that they are to be inspected, the date of the inspection and the name of the inspector. The notice period is **5 working days**.
- The inspector will then contact the school within 24 hours to discuss the inspection, agree any documentation and outline required meetings. Although the school can then draw up a provisional timetable to share with the inspector based on their conversation, this is likely to be amended in the light of the Pre-Inspection Plan.

- The inspector will use the telephone conversation to discuss key aspects of the inspection process (allow 20-30 minutes for this conversation). The school will have the opportunity to ask practical questions of the inspector.
- Please note that an inspector will not be allocated to consecutively inspect the same school.
- Inspectors should have no links or minimal links with the school to be inspected (for example, the inspector should have no relative or close friend at the school, and should not have carried out training in the school particularly if related to SIAMS inspections within the past 3 years)
- For the Canterbury Diocese, inspectors who have conducted a 'SIAMS ready' visit and review visit for the school will not inspect the school.

Before the inspection

The inspector will request

- the school's SIAMS self-evaluation form (SEF). The Dioceses recommend that you use the self-evaluation format provided by the Church of England Education Office (CEEO).
- the school's development plan (SEF) for the current and previous year.
- 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.
- 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) and ASP if possible

Please send within 24 hours of your initial phone call with the inspector.

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

The school should also ensure that the most recent OfSTED inspection report and the previous SIAMS report are available on the school website for the inspector. He/She will be looking at the website before the inspection, when drawing up the Pre-Inspection Plan (PIP). The PIP will be sent to the headteacher at least 24 hours before the inspection day.

The school will receive a contract from the inspector. The headteacher should check and ask the chair of governors or a foundation governor to sign it, and also the CEO in the case of a MAT. It can be returned to the inspector by e-mail or given to him/her at the beginning of the inspection day.

The inspection day

1. The inspection will take place over a whole school day (two days for a secondary school). The timetable for the day will be drawn up by the school in consultation with the inspector. Although a provisional timetable may be drawn up following the initial phone call, this may need to be amended in the light of the inspector's lines of enquiry in the PIP. The inspector has the right to change the inspection timetable in the light of developments during the inspection day.

The following, as well as other relevant evidence, may be requested to be available on the day(s) of inspection:

- an analysis of responses from parent and pupil surveys
- any policies not available on the school's website
- logs and analyses 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 that school leaders only spend time collecting work that is directly relevant to the inspection issues.
- records of visits from external consultants and advisers relevant to SIAMS, if available

On the inspection day, it is likely that inspectors will

- Take account of the views of learners and pupil voice evidence.
- Hold discussions 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.
- Undertake learning walks, observation of lessons and acts of worship, in whole or in part, and scrutiny of pupils' work. If appropriate, this may 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.

2. Towards the end of the inspection day(s), a verbal feedback on the findings will be given to the headteacher and up to 4 others, as agreed with the inspector.
3. Feedback should give a clear indication of the final judgments and gradings.

4. However please note that, at feedback stage, the judgements are both provisional and confidential to those in the feedback meeting. This is due to the quality assurance process that the report goes through before being made public (see below).
5. The inspector will ask if the school is happy with what has been said and the conduct of the inspector during feedback at the end of the meeting.

The Report

1. The inspector will send the draft report to the critical reader by email, normally within 5 working days.
2. The critical reader will check the report,
 - for consistency with the available evidence
 - to ensure its consistency with the SIAMS evaluation schedule and guidance for report writing.
3. Once the draft has been agreed between the critical reader and the inspector, the inspector will forward it to the school to be checked for factual accuracy.
4. The school will complete a factual accuracy check on the report and return it to the inspector within 24 hours. The inspector will consider making any factual changes to the report.
5. The inspector will send the final report to the school, normally within 10 working days but no later than 15 working days following the inspection, at which point it should be shared and made public.
6. The inspector will send the final report and related paperwork to the SIAMS manager and to the SIAMS administrator.
7. For details about Appeals and Complaints – please see appendix below

After the inspection

1. The school will make the report available to the governing body and to all parents/carers on their website, alongside their OfSTED report.
2. The Diocesan SIAMS administrator will send the SIAMS Report and claim form to the Church of England Education Office which will then make the report available on their website.
3. The SIAMS administrators from Canterbury and Rochester Diocese will send an evaluation form for the school to complete. This should be completed by the school and returned to the SIAMS administrator within **5 working days** of receipt, if possible.
4. The school will need to draw up an action plan based on the SIAMS report.

Detailed information about the SIAMS process is available on the Rochester and Canterbury Diocesan website:

<http://www.rdbe.org.uk/>

<https://www.canterburydiocese.org/childrenandschools/siams/>

Effective working with the Deputy Director for Education or Schools' Officer (Christian Character) prior to and following the SIAMS inspection is a key support in your school's development and improvement as a Church school.

Contact details:

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and SIAMS manager (Rochester)

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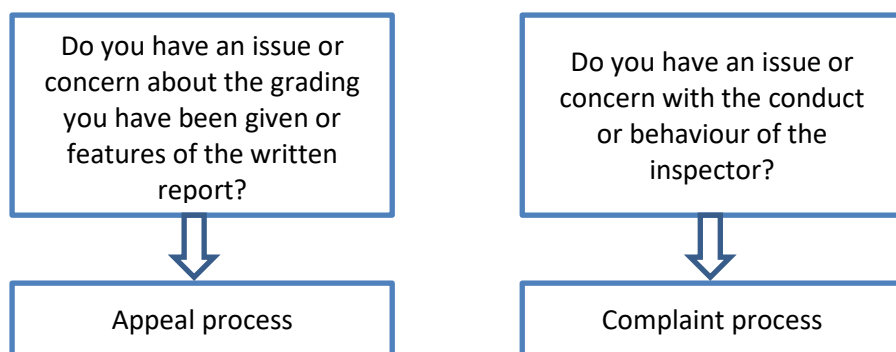
SIAMS administrator (Canterbury)

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Appendix – Appeals and Complaints Policy



During the final feedback, the inspector will ask two questions. 'Are you happy with what has been said and the grade awarded?' (Question 1) and if the school considers the inspection to have been conducted in a professional and appropriate manner (Question 2).

Appeals Policy

Step One

The school can raise the issue with the inspector by answering 'no' to the first question during the final feedback session. At this point, 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 they consider 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 – Complaint to the National Church of England Education Office

If the school remains dissatisfied following step three the diocese must contact the School Character and SIAMS Development Manager at the National 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 (Question 2). 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.