



# **Statutory Inspection of Anglican and Methodist Schools**

## **SIAMS 'Section 48'**

Protocol, Information and Guidelines,  
For Head Teachers, Foundation Governors,  
SIAMS Inspectors, DBE and Officers

Diocesan Board of Education  
August 2018

**Inspectors should note that this document should be considered alongside The National Church of England Education Office document 'A Handbook for Inspectors'**

## **The S48 Inspection**

### **Preparatory work by the Education Department**

1. It is the responsibility of the diocese to schedule a SIAMS inspection on behalf of The National Church of England Education Office.
2. The statutory position is that all schools designated as having a religious character require a Section 48 inspection.
3. Where an Academy is formally designated as having a religious character, this should be specified in the funding agreement for that Academy or for the MAT (Multi Academy Trust).
4. A sponsored academy with a new URN will be treated as a new school. In this case the inspection should be scheduled no earlier than 2 years and no later than 3 years from the date of opening. The previous SIAMS report will be null and void so the academy can be inspected as a 'new school'.
5. All schools and academies with a 'good' or 'outstanding' section 48 inspection must be scheduled for their next section 48 inspection **5 years after the date of their last inspection.**
6. Any school with a section 48 inspection judgement that was less than 'good' may be scheduled for their next section 48 inspection **within 3 to 5 years from the end of the school year** within which the last Section 48 inspection took place.
7. Schools should be notified of their inspection **no more than one week prior to the week the inspection is due to take place**
8. The diocese acts as an agent in the management of the SIAMS process and ensures that there has been no recent contact or involvement between the inspector and the school which would compromise or prejudice the ability to inspect with objectivity.
9. All inspectors will abide by the National Church of England Education Office's Code of Practice for SIAMS Inspectors. Contraventions of this Code of Practice will be reported by the school in the first instance to the SIAMS manager and/or DDE.
10. ***In order to be registered as a SIAMS inspector DBS checks are carried out to the required timescale. A SIAMS inspector is only issued with a renewal badge when that check has been carried out and clearance given. All inspectors should wear their inspector ID badge at all times throughout their time in the school.***

## **Prior to the Inspection:**

1. The diocesan SIAMS manager will contact the school by letter informing them of the SIAMS inspection. This may be followed up by a telephone conversation or email from the SIAMS manager or administrator if nothing has been heard from the school. This letter will be scheduled to arrive at the school 1 week before the inspection is due to take place.
2. The inspector will be sent the previous SIAMS report, the current Ofsted report.
3. The SIAMS Inspector contacts the Head Teacher to introduce her/himself as soon as possible. The inspector will give the school a date one week from the date of the letter when the inspection will take place. If this day is difficult for the school, then the inspector will offer an alternative date which **will be before the first date offered**.
4. This telephone consultation will also establish inspection arrangements, documents required in school and the time before the inspection that the toolkit (or self-evaluation materials) is required by the inspector.
5. The inspector should also contact the Deputy DDE (Schools) for information relating to school performance.
6. The inspector will send to the school a Pre – inspection plan (PIP) to arrive no less than 24 hours prior to the inspection. If the inspection is on a Monday, the PIP should be sent to the school no later than Friday lunch time.
7. The inspector will also inform the school of the people s/he wishes to interview: e.g. The Head Teacher, the Chair and Foundation Governors, the incumbent, co-ordinators of RE and Collective Worship together with groups of learners as appropriate and as requested.
8. The inspector will send a copy of the PIP to the diocesan SIAMS Manager prior to the start of the inspection.
9. The SIAMS Inspector takes to the school on the day of the inspection the Contract for Agreement for signature by the Chair of Governors/ Foundation Governor and the Inspector.

## **The inspection itself:**

1. The inspection takes place on the date/dates agreed between the Head Teacher and the SIAMS Inspector. This will be over one day only except in the case of a secondary school/academy formally deemed a VA school, where the inspection may take place over 2 days.
2. The school will have in place the timetable arrangements, the interviewees and any further papers / documents for the inspector as agreed.

3. At the close of the inspection a verbal feedback on the findings and the provisional judgements is given confidentially to the Chair, the Head Teacher, Foundation Governors and others as appropriate. Responses to the judgements can be discussed at this feedback meeting. At this stage the inspectors' judgements should not be regarded as final as changes may be necessary through the QA process.

### **Writing the SIAMS Report:**

1. The inspector emails the draft report on the National Church of England Education Office's Forms to the diocesan critical reader where possible within five working days of the inspection. The inspector should also send a copy of the PIP.
2. The critical reader will feedback to the inspector and respond as appropriate, by email usually within 24 hours, or a maximum of 3 working days.
3. The draft report should also be emailed to the SIAMS manager in order that further QA checks can be carried out particularly in relation to school improvement information that the diocese may hold regarding the school/academy. Feedback should be sent to the inspector within 24hours.
4. The draft report written in 11-point Ariel on the NS report form is emailed to the Head Teacher by the inspector for factual approval. This is then returned as soon as possible to the SIAMS inspector with any factual amendments clearly marked. The National Church of England Education Office recommends that reports are no more than 2 sides of A4 in length with an additional side containing factual information about the school.
5. In the last resort issues of concern, disagreements or advice that may need a third party are referred to the diocesan SIAMS manager in the first instance – either by the school or the Inspector.

### **The SIAMS Report:**

1. The SIAMS report is sent to the Head Teacher by the inspector on hard copy as far as possible within three weeks of the inspection. The inspector may wish to send electronic copies of the report to the school.
2. The Inspector should send an e-mail copy of the report to the SIAMS administrator in the diocesan office who will then forward a copy to the National Church of England Education Office, (where the report is put on the Church of England website. Schools are advised to ensure that the final report is uploaded to the school website. Annually the appropriate L.A SACRE will have the opportunity to discuss the reports. The inspectors claim form should also be sent to the diocese at this time.

## **Post-inspection processes:**

1. The report will be made available by the school to all parents, the Foundation Governors and indeed all on the Governing body.
2. The fee for the inspection is paid for centrally to the Inspector as below on receipt of the approved SIAMS S48 report and the approved claim form.
  - i. VA Primary School/Academy £550
  - ii. VC Primary School/Academy £450
  - iii. Secondary School/Academy (VA): £1,000
  - iv. Secondary school/academy (VC): £450

All academies whether mark 1, sponsored or converter will receive funding for a section 48 inspection in the same way as other maintained schools with a designated religious character.

## **School Improvement and other actions following a S48 inspection:**

The Diocesan Schools Adviser will contact the school shortly after the report is published to arrange to meet with the Head teacher and others deemed appropriate (Foundation Governors, clergy, other teaching staff with responsibility for Collective Worship &/or RE) At this meeting an action plan will be drawn up relating to the key issues raised in the 'Areas to Improve' section of the report. Reference will be made to the previous action plan where appropriate. Alongside this, an evaluation form will be completed relating to the inspection process and personnel.

1. In the event of a school being judged as 'ineffective', an action plan will be created in conjunction with the diocese, facilitated by the Schools Advisers. There will be appropriate monitoring procedures and advisory support, to enable the school to improve as soon as possible. This will be clarified by monitoring visits from members of the diocesan education team.
2. In the event of a school having a complaint regarding any aspect of the inspection process or the outcome of the process, the head teacher and chair of governors should contact the SIAMS Manager. The SIAMS Manager will investigate the concerns thoroughly in partnership with the DDE. If the school is still not satisfied an appeal can be made to the Church of England Education Office who can arrange for a re-inspection to take place. Schools should note that a re-inspection would involve all areas being re-inspected and that the school/academy may be required to pay the appropriate fee. The National Church of England Education Office document 'SIAMS Appeal and Complaints Procedure' is available by request from the diocesan SIAMS manager.
3. After the SIAMS inspection every school will be asked to complete an evaluation form as a part of the on-going review process carried out by the education department on behalf of the DBE.

4. Evaluation, training and inspection records for each of the SIAMS Inspectors working in the schools are kept by the SIAMS manager complying with Quality Assurance procedures. These are then forwarded to the inspector's core diocese annually.
5. The diocesan SIAMS Manager will conduct appraisal interviews with all SIAMS inspectors bi-annually.
6. The Diocesan Board of Education will receive an annual report on the SIAMS process, on the work and training needs of the schools and inspectors as evidenced through the SIAMS inspection reports and the evaluation process, from the Schools Advisers.
7. A copy of the final report is sent to the Bishop's office so that letters may be written.

**The DBE acts as an agent in the management of the S48 process in the Diocese and the Inspector must seek Diocesan approval through the role of the Critical Reader before a draft report can be sent to the school. Quality assurance is thus exercised by the diocese. The SIAMS Manager also inducts and is responsible to the National Church of England Education Office for each inspector's on-going training and accreditation.**

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## Documents and papers relating to the SIAMS inspections are available on both the National Church of England Education Office's website and the diocesan website

of particular interest may be;

The Inspection Schedule

SSE documentation

The National Church of England Education Office Report Form

The Contract – a sample

In addition:

SIAMS Reports are available on the National Church of England Education Office's website

### **The National Church of England Education Office's Website address:**

<https://tinyurl.com/y74r8kkl>

### **The Diocesan website address:**

<http://southwell.anglican.org/education/schoolsacademies/siams-inspections/>

A SIAMS support pack is available on the diocesan website

### **Contacts:**

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