

Birmingham DBE

Statutory Inspection of Anglican and Methodist
Schools

(“Section 48” Inspection)

Protocol for
SIAMS inspectors, schools, DBE and officers

September 2016

Birmingham Diocesan Board of Education

The Church of England
1 Colmore Row
Birmingham
B3 2BJ

☎ Switchboard	0121 426 0400	
☎ SIAMS Manager	0121 426 0422	e: jlls@cofebirmingham.com
☎ Education Support Manager	0121 426 0419	e: SusanC@cofebirmingham.com
☎ Director of Education	0121 426 0421	e: SarahS@cofebirmingham.com

The S48 Inspection

Initial contacts:

1. The time when the school is due for an inspection is calculated. This will normally be after five school years following the previous section 48 inspection have elapsed. The inspection will not necessarily be in the same term as the five year anniversary, and will not usually be before the anniversary has passed.
2. The Education Support Manager (Susan Crosthwaite) will contact the school and inform the headteacher that the SIAMS inspection is due and that it should take place within the following week. This phone call will normally take place on a THURSDAY. The Education Support Officer will then contact the inspector with advice that the school is expecting a contact call.
3. The SIAMS Manager (Jill Stolberg) will provide the inspector with the previous church school inspection report, the most recent OfSTED report, and advice about whether the headteacher or any other key personnel have changed in period since the last inspection.
4. The SIAMS inspector contacts the head teacher to introduce her/himself, and to agree the best day for all concerned, in the following week, for the SIAMS inspection. The inspector may be able to offer a couple of dates but will not have greater flexibility.
5. The SIAMS inspector will ask for certain documents to be sent. These are any self-evaluation prepared by the school for the purposes of OFSTED inspection **and** a self-evaluation of the church school distinctiveness. This *may* be presented within the National Society Self-Evaluation Model Document, but alternate forms of church school review document prepared may be equally instructive. To complete the analysis, the inspector will also need sight of the most relevant school performance information. The form that this data takes will depend upon the time of the year when the inspection takes place. If available, the RAISEonline or Inspection Dashboard would be best. At other times, the school's data will have to suffice. All this **mandatory documentation must be sent immediately: the same day if at all possible** to enable the inspector to write the pre-inspection briefing.

The purpose of sending the school self-evaluation is for the inspector to gain the sense of whether the church school is a reflective organisation. The school's self-evaluation should indicate how well the school develops the whole child or young person by means of its Christian character, principles and values. In the case of RE in voluntary-aided schools, inspectors will also evaluate the school's judgement on standards and trends in attainment and achievement. Other forms of self-evaluation, which will be explored during the inspection, may include the results of in-depth internal and external reviews and research and oral and other informal evaluations.

Evidence, on which the school's self-evaluative judgements are based, may be drawn from a number of sources. These will include:

- Feedback from learners, staff, parents, governors and others;
 - Outcomes monitoring collective worship and learning activities;
 - Scrutiny of learners' work and achievement; and,
 - Analysis of statistical data and school performance information.
6. The school **may choose** to send additional material to support the evidence:
 - An action plan following the previous inspection which addresses any points for development;
 - School Prospectus;
 - Policies for Collective Worship and RE;
 - Policies which demonstrate the Christian values which underpin them (eg Behaviour policy, SEN policy);

- Any analysis of pupil or parental questionnaires relating to church school ethos/collective worship/religious education;
- Anything else that the school would like the inspector to see!

As before, these need to be sent electronically and as quickly as possible

The inspector may gain useful information from looking at the school website, where available.

7. The inspector will inform the school of the people s/he wishes to interview: the head teacher, the Chair a and some Governors, the incumbent, the co-ordinator of collective worship, together with groups of pupils and groups of parents as appropriate and as requested. If there are members of the parish who play a part in the life of the school the inspector might welcome the opportunity to meet with them also.
8. In the case of schools/academies that are, or have been, Voluntary Aided and for whom Q.3 is applicable, the inspector will wish meet the RE coordinator to observe parts of (an) RE lesson(s), and to see samples of children's work. In other schools (schools/academies that are, or have been, Voluntary Controlled), the inspector will wish to see evidence of the quality of RE and *may* wish to visit some lessons.
9. A timetable for the inspection day is drawn up by the inspector and the headteacher to enable the inspection to run to the greatest benefit of the school and the inspector.
10. The inspector will send the school the pre-inspection briefing a day ahead of the day before the inspection, advising the school of the intended focus of the inspection, based on the documentation received.

Inspection is predicated on 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, learners, parents and other key members. The verification of some of the school's findings on its effectiveness and impact will rest to a significant extent on the views of learners. **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 learners is as it is.**

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.

The inspection itself:

1. The inspection takes place on the date/dates agreed between the head teacher and the SIAMS inspector. This will normally be for one day or, less commonly, the equivalent spread over two 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 judgements is given to the head teacher, the Chair of Governors and Foundation Governors and others as appropriate. Responses to the judgements can be discussed at this feedback meeting. At this stage, unless the inspector has made a definite decision, then the four words used in judgements are avoided. It is usual for the school and the inspector to agree the main strengths and any focus for development at this meeting.

The SIAMS Report:

1. The inspector sends the draft report and JRF on the National Society's Forms to the SIAMS Manager (JS) for critical reading and diocesan approval as soon as possible, preferably within five working days of the inspection.
2. The critical reader (JS) will feedback and respond by telephone or email within three working days.
3. As soon as the inspector and the critical reader have agreed it, the draft report written in 12 point Gill Sans on the NS Report Form marked "DRAFT" is sent to the headteacher for factual approval. This is then returned as soon as possible to the inspector with any factual amendments clearly marked.
4. The SIAMS inspector is independent of the diocese and is contracted to the governing body. The DBE acts as an agent in the management of the S48 process in the diocese and the inspector must seek diocesan approval before the Report can be sent to the school. Quality assurance is thus exercised by the diocese.
5. Issues of concern, disagreements or advice that may need a third party are referred to the SIAMS Manager (JS) in the first instance, within six weeks of the inspection date. The final arbiter in difficult situations is the National Society School Improvement Officer who makes a judgement on receipt of the entire evidence base of the inspection.
6. Once the report is agreed between the inspector and the critical reader (Jill Stolberg), the inspector sends it to the school in **pdf format**.

Post inspection:

1. Once the school has a final version of the report which has been agreed by the inspector and the critical reader, the school makes the report available to the Governing Body and to parents.
2. The SIAMS inspector sends a copy of the agreed report and the expenses claim (*ensuring that the critical reader's number is included on the expenses form**) to the Education Support Officer (SC), (copying in the SIAMS Manager) who sends them to the National Society, triggering payment.
3. The SIAMS Manager sends an evaluation form with regard to the process of the inspection to the headteacher.

Amended September 2016

*Added January 2017

Statutory Inspection of Anglican and Methodist Schools Deferral Policy

Deferrals are to be avoided, if at all possible. 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 head teacher 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 National Society 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 a deferral, they will need to approach The National Society addressed to the School Character and SIAMS Development Manager. 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. The School Character and SIAMS Development Manager will then make a decision on whether an individual school can have its inspection deferred or not.

Applications to defer a planned inspection on the following grounds will **not** be accepted, (as pupils at the school are still receiving education):

- the head teacher 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
- imminent change of leadership
- The school is about to become an academy or join a MAT

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 head teacher 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.

Derek Holloway

School Character and SIAMS Development Manager The Church of England Education Office May 2016