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Salisbury Diocesan Board of Education

SIAMS Protocol (Autumn 2018)

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



Autumn 2018

Dear School Leader

The protocol for SIAMS Inspections in the Diocese of Salisbury from 1st September 2018 is detailed in this publication.

This protocol can be found on the Salisbury Diocesan website at www.salisbury.anglican.org/schools/siams. Should this protocol be updated, the current version will always be found in this section of the website. We will also send any updates of the protocol to school leaders by email.

My role is to lead the SIAMS process in the diocese, so please do contact me by email if you have any related questions.

Feedback about the protocol is always welcome as it is very important that this document guides schools through the inspection process.

With my very best wishes

Neil Revell

Neil Revell

Diocesan Strategic Leader for SIAMS

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The Purpose of SIAMS inspection

The purpose of SIAMS inspection is:

- to provide an evaluation of the impact of the school's distinctively Christian vision for the governing body, the school, the parents, the diocese, the Church of England Education Office, where applicable the multi-academy trust, 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.

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.

The Inspection Process

1. A school whose current SIAMS inspection judgement is 'good', 'outstanding' or 'excellent' will be inspected in the fifth academic year following that of its previous SIAMS inspection.
2. A school whose current SIAMS inspection judgement is 'satisfactory', 'requires improvement', 'inadequate' or 'ineffective' will be inspected in the third academic year following that of its previous SIAMS inspection.
3. An inspection is not necessarily in the equivalent term as the previous inspection.
4. The change of school status to becoming an academy makes no difference to the SIAMS inspection scheduling for a school.
5. The inspection of a primary-phase school lasts for one day. There is one inspector.
6. The inspection of a middle or secondary-phase school lasts for one or two days, depending on the context, but the school will know from the initial inspection telephone call. A VA secondary school inspection will always last for two days.
7. For middle or secondary-phase schools there may be one or two inspectors. The school will know from the initial inspection telephone call.
8. Schools are invoiced £50.00 by the Diocesan Board of Education for a SIAMS inspection. This covers administration costs. Schools must pay this invoice. This invoice is issued once the school's final inspection report is published.
9. All inspectors abide by the Church of England Education Office's Code of Practice for SIAMS Inspectors (Appendix 1). It is the school's responsibility to report alleged contraventions of this Code of Practice to the Diocesan Strategic Leader for SIAMS.
10. SIAMS inspectors expect to be treated with dignity and respect by representatives of the school at all times during the inspection process. It is the inspector's responsibility to report any alleged concerns to the Diocesan Strategic Leader for SIAMS.

Before The Inspection

1. Five working days before the school is due to be inspected, the Diocesan Strategic Leader for SIAMS telephones the school before 1.00pm to inform the school of its inspection and of the inspector who will undertake it. The Diocesan Strategic Leader for SIAMS asks to speak to the school leader or, in the unavailability of the school leader, to the next most senior member of staff. Schools have a responsibility to ensure that the appropriate member of staff is made available for this call. If the phone is not answered, the Diocesan Strategic Leader for SIAMS leaves a message on the school's voice mail if possible. Ultimately if contact cannot be made, this is the school's responsibility and makes no difference to the timing of the inspection.
2. In this phone call the Diocesan Strategic Leader for SIAMS informs the school of the time when the inspector who will be undertaking the inspection intends to make contact with the school later that day.
3. It is imperative that there is no involvement between the inspector and the school which might compromise or prejudice the ability to inspect with objectivity. It is the responsibility of the school leader to inform the Diocesan Strategic Leader for SIAMS, on the day that the school is informed of its inspection, if the school leader believes that there is a reason why the inspector designated to undertake the school's SIAMS inspection should not do so. The inspector will already have indicated that s/he does not believe there to be any conflict of interest before the school is informed of its inspection. Reasons which could compromise or prejudice the ability to inspect with objectivity include:

- the inspector has been involved in any previous inspection of the school, either for SIAMS, for Ofsted, or in any other capacity
- the inspector has been employed at the school in the ten years prior to the inspection
- the inspector is a close relative of a pupil or member of staff
- the inspector has been a governor of the school in the preceding five years
- the inspector has provided significant consultancy, advisory work or training in the school
- there has been any other involvement between the inspector and the school which might compromise or prejudice the ability to inspect with objectivity

The final decision regarding the inspector who undertakes a SIAMS inspection is made by the Diocesan Strategic Leader for SIAMS.

4. When the inspector who will be undertaking the inspection phones the school on the day that it has been informed of its inspection, s/he asks the school to email the documents/information listed below by 1.00pm on the following day. **There will not be any extension of this timescale.**

- **SIAMS SEF**
- **OFSTED/general SEF**
- **Most recent IDSR**
- **Most recent in-year progress data as reported to the governing body/shared with the school improvement partner**
- **School Development Plan**
- **Policy for R.E.**
- **Policy for Collective Worship**
- **Policy/arrangements for SMSC**
- **The vision of the school**

- **The values of the school**
- **If applicable, the vision and the values of the MAT**
- **School prospectus**
- **Behaviour Policy**
- **Any other documents/information which the school wishes to send at this point to support its self-evaluation.**

If any of these documents/information are easily and obviously accessible on the school website, or within the SIAMS SEF, the school does not need to send them separately by email.

Most of these documents are listed as part of the non-obligatory Salisbury Diocesan SIAMS SEF 'template' so schools should expect them to be requested.

The inspector uses these documents/information to inform the Pre-Inspection Plan (PIP). The inspector also uses publicly available documents/information about the school, including previous inspection reports, to inform the PIP.

5. In this telephone call the inspector undertaking the inspection outlines the process for the day of inspection so that the school can prepare. The inspector will invite the school leader to prepare a draft timetable based on these discussions.
6. The inspector emails the SIAMS contract to the school leader (or directly to the Chair of Governors if requested by the school leader). The contract will need to be signed by the Chair of Governors and emailed to the inspector no later than two working days before the inspection.
7. Two working days prior to the inspection, the school leader must email the draft inspection timetable to the inspector. The inspector reserves the right to change timings as appropriate for the inspection.
8. The inspector emails the PIP and the diocesan 'PIP Guide' to the school leader and to the Diocesan Strategic Leader for SIAMS before 9.30am on the working day immediately prior to the inspection. This sets out the evidence trails which the inspector anticipates taking during the inspection and the questions which need to be addressed. The PIP may require the school to modify timings / activities for the day of the inspection. The inspection is against the full SIAMS Evaluation Schedule but these evidence trails and questions provide guidance/some key foci.
9. The school leader must inform the Diocesan Strategic Leader for SIAMS immediately if the circumstances arise whereby the SIAMS inspection coincides with an Ofsted visit/inspection.

The Day Of The Inspection

1. The inspector arrives at 8.00am and leaves by 6.00pm. The inspector and school leader will have agreed the precise details for the school's inspection timetable through their correspondence.
2. In the case of a two-day inspection, both days begin at 8.00am and end by 6.00pm.
3. At the close of the inspection, the inspector shares the provisional inspection judgements and the main findings with the school leader, governors and others as deemed appropriate by the school leader. This feedback and the provisional inspection judgements must remain confidential at this stage. Judgements are subject to the quality assurance process.

After The Inspection

- The inspector sends the inspection report to the Diocesan Strategic Leader for SIAMS within five working days of the inspection.
- The Diocesan Strategic Leader for SIAMS then quality assures the inspection report and undertakes the critical read of the report. This process involves communication between the Diocesan Strategic Leader for SIAMS and the inspector. In some instances it may also involve communication with the school leader/designated school representatives.
- *If the Diocesan Strategic Leader for SIAMS is the inspector, the report is quality assured and critically read by an experienced SIAMS inspector who is qualified to undertake these responsibilities. In addition, the Diocesan Strategic Leader for SIAMS will not quality assure or critically read the report of a school where this postholder:*
 - *has been involved in any previous inspection of the school, either for SIAMS, for Ofsted, or in any other capacity*
 - *has been employed at the school in the ten years prior to the inspection*
 - *is a close relative of a pupil or member of staff*
 - *has been a governor of the school in the preceding five years**Again, in these circumstances, the report is quality assured and critically read by an experienced SIAMS inspector who is qualified to undertake these responsibilities.*
- Standardly, within twenty working days of the inspection, a draft of the inspection report is emailed to the school by the inspector who undertook the inspection. At this point the school reviews the report and is invited to share any factual information which is perceived to be incorrect for the inspector's consideration ('factual accuracy check'). A school must respond to the inspector within one working day.
- The inspector must respond back to the school within two working days. There may be further correspondence between the inspector and the school leader. This is the point at which the school normally accepts the report.
- Standardly the inspector emails the final report to the school leader, copied to the Diocesan Strategic Leader for SIAMS, within twenty-five working days of the inspection.
- The school leader must ensure that the final report is made available to all parents and governors within five working days of receipt. The report must also be published on the school's website.
- The Diocesan Strategic Leader for SIAMS emails the report to the Education Office of the Church of England within thirty working days of the inspection.

DBS Clearance and Professional Insurance

All SIAMS inspectors hold a current full and enhanced certificate provided by the Disclosure and Barring Services (DBS), and professional insurance, for their work within the diocese. All inspectors carry a Church of England Education Office photo ID badge which confirms their DBS status. An inspector must display his/her ID badge throughout an inspection.

If a school has any concern about the DBS of an inspector, the school leader must immediately contact the the Diocesan Strategic Leader for SIAMS so that this postholder can swiftly address the matter.

Appeals and Complaints Associated with a SIAMS Inspection

Please see Appendix 3.

Appendices

Appendix 1

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 (*this is done through this Protocol – see Appendix 2*)

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 2

SIAMS and GDPR

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 data.

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.

GDPR Statement of the Church of England Education Office in relation to SIAMS

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.

Appendix 3

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.

Full details of these policies are available upon request to the Diocesan Strategic Leader for SIAMS.



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