

**CHESTER, LIVERPOOL AND MANCHESTER
DIOCESAN BOARDS OF EDUCATION**

SIAMS HANDBOOK

(Autumn 2018)



In January 2014 Liverpool Diocese became the coordinating diocese for SIAMS inspections for Chester, Liverpool and Manchester Dioceses.

Inspection enquiries can be made by contacting either:

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Introduction

1. This document is intended to provide head teachers, staff, governors (foundation governors in particular), and Diocesan staff with an overview of the SIAMS inspection process and procedures. This document reflects the changes in procedure arising from the revised SIAMS Evaluation Schedule (Dated April 2018) and should be read in conjunction with the Church of England SIAMS Handbook. It also reflects the changes that have arisen with Liverpool Diocese now being the administering Diocese for SIAMS inspections in Chester, Liverpool and Manchester Dioceses. It is not exhaustive and will not answer every question that may arise. Schools are recommended to contact the Diocesan adviser who coordinates inspections over any enquiries relating to the day to day management of inspections.
2. The information contained in this briefing is correct as at September 2018 and, in case of doubt, schools are advised to check that details are still current. Schools will be notified by Liverpool/their Diocese of any changes in the process as and when they occur.
3. This Guidance should be read in conjunction with the 'Evaluation Schedule for SIAMS' which outlines new requirements introduced in September 2018. This and other documents relating to the SIAMS process are both available on the Church of England Education Office website.

Scheduling of inspections

1. SIAMS inspections no longer follow an Ofsted inspection as in the past. Schools and Academies are identified based upon the date of the last SIAMS inspection. For those schools judged as good or outstanding at their last SIAMS inspection, their next SIAMS will fall in the fifth school year following their previous inspection (*e.g. a school inspected in 2018-19 should expect to be inspected again in the academic year 2022-23*). If a school was judged as less than good, their next inspection can take place any time after 3 years from the date of the last inspection. The dates of inspections remain confidential to the designated adviser in accordance with the protocol agreed between Ofsted and the Church of England Education Office nationally. (*see flowchart at Appendix I*)
2. In the case of academies, the inspector should ascertain the status of the academy based upon the funding agreement (or other statement of character). This is important in order to determine the scope of the inspection, for example whether RE will be evaluated or not in a separate paragraph in the report. Inspectors need to be clear of the status of an academy before embarking on the inspection. A special contract is available on the Church of England Education Office website for the inspection of academies.

3. Inspectors appointed are on the list of accredited inspectors of the Church of England Education Office. In accordance with the Church of England Education Office protocol, inspectors appointed to conduct SIAMS inspections must have had no contact with the school which might compromise their objectivity in inspecting in accordance with the SIAMS Framework. In addition the Dioceses requires that inspectors:
 - Be qualified teachers
 - Hold or have held senior leadership positions in schools (e.g. head teacher, deputy Head teacher)
 - Ideally have experience of the phase being inspected
4. As a matter of course SIAMS inspections will not be scheduled during the first full week of the school year, the last full week before Christmas, KS2 SATS week or the last full week of the school year.

Prior to the Inspection:

1. Once the inspector has been notified by the diocese of the name of the school he/she will contact the school by telephone the week before the inspection (usually on a Friday or occasionally a Thursday). This telephone conversation with the head teacher will be about inspection arrangements.
2. The inspector will request the school's self evaluation summary (formerly called the 'toolkit') which should be sent by the school to the inspector at an agreed time. (The inspector may also ask for a summary of performance data, unless of course this is contained in the self-evaluation document). In order to form a view on the school's performance the inspector will also access the school's website.
3. The inspector completes the SIAMS Pre Inspection Plan (PIP), setting out hypotheses drawn from the school's self evaluation and identifying the 'trails' that will be followed during the inspection. This is sent to the head teacher at least 24 hours before the inspection in order to give time to consider the inspector's hypotheses. Inspectors may follow this with a phone call to discuss the PIP or it may be discussed at the start of the inspection day.

It is essential that the head teacher is left in no doubt about the hypotheses that the inspector has formed about the school on the basis of the school's self-evaluation and the trails which the inspector will be following to clarify these.

4. The inspector agrees an inspection timetable for inspection activities with the school including the people to be interviewed (e.g. the head teacher, the chair and foundation governors, the incumbent, co-ordinators of RE and collective worship, groups of pupils and parents) and how this is to be organised.
5. The inspector sends the school the contract for agreement and signature by the Chair of Governors/ Foundation governor and the

inspector. (The school should keep a copy and return the signed original to the inspector).

6. On the day of inspection the inspector should wear his/her SIAMS Inspector badge displaying his/her inspector number. This is evidence that he/she has been DBS checked by the Church of England Education Office and Diocese.

The Inspection:

1. The inspection takes place on the date **specified by the inspector**. This will be for one day for primary schools and voluntary controlled secondary schools and two days for voluntary aided secondary schools.
2. At the close of the inspection a brief verbal feedback on the provisional findings and the judgements is given confidentially to the head teacher who may invite the chair, foundation governors and others to attend. Responses to the judgements can be discussed at this feedback meeting. **The school should be left in no doubt what the strengths and areas for improvement are likely to be. Inspectors must indicate that the inspection grade given is provisional and may change since the report will be subject to quality assurance (QA)**. This is the same for the Collective Worship and RE (in aided schools) grades.
3. The final report will be sent by the inspector to the school within 15 working days of the date of the inspection.
4. On receipt of the final report a Quality Assurance Evaluation Sheet will be sent by the Diocese to the Head teacher for completion and return. This will then be forwarded to the inspector. (*see Head teacher Evaluation Form at Appendix 2*)

APPENDICES

Appendix 1: Flowchart of Process

Appendix 2: Head teacher Evaluation Form

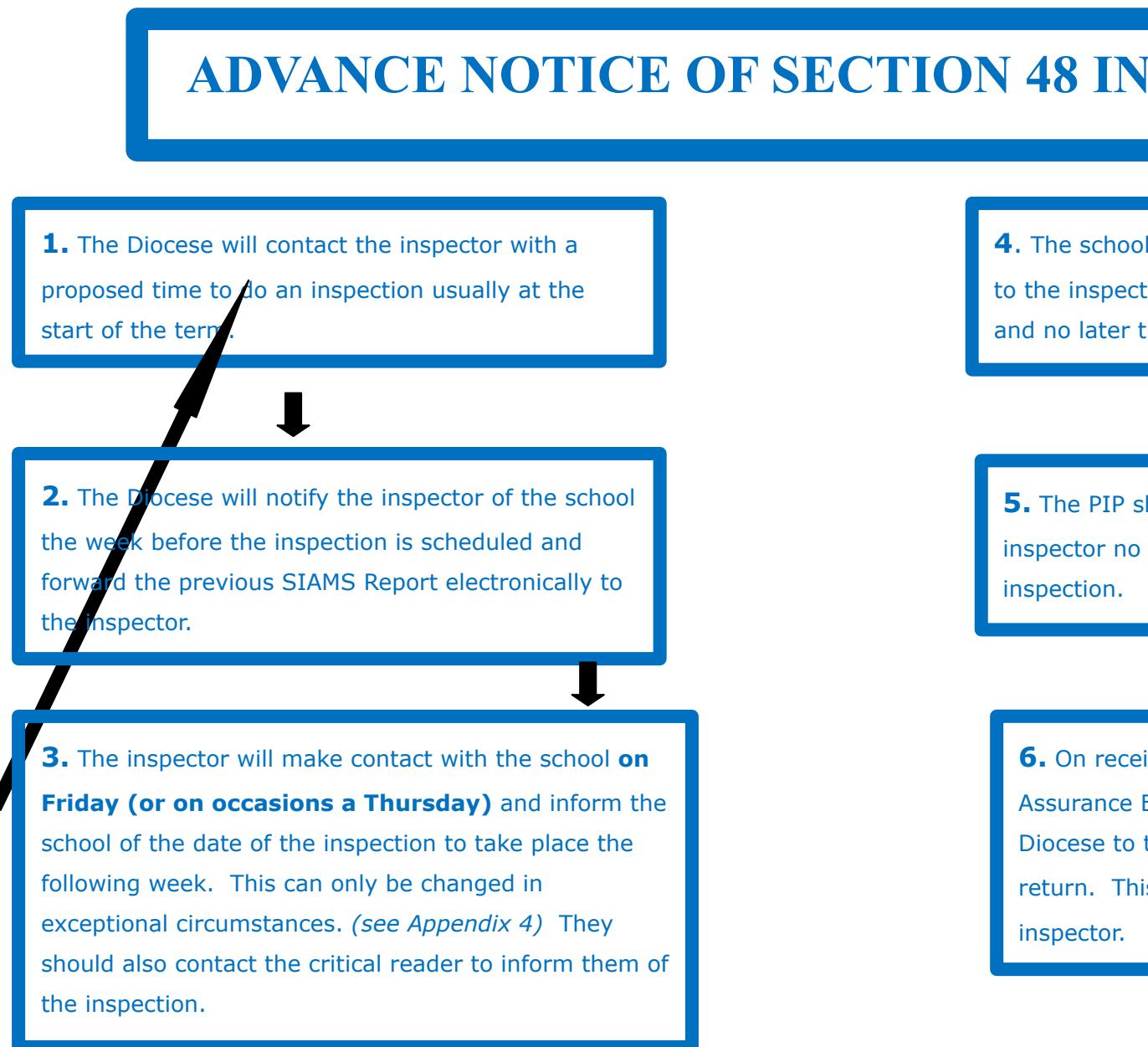
Appendix 3: Proportional Statements

Appendix 4: Deferral of SIAMS Inspections

Appendix 5: SIAMS Appeals Protocol

Appendix 6: Complaints against a SIAMS Inspector

APPENDIX 1 FLOWCHART FOR SCHEDULING S48 INSPECTIONS



QUALITY ASSURANCE AUDIT

As your school has recently experienced a SIAMS Inspection under Section 48 of the Education Act 2005, we would be grateful if you could give us some feedback by completing the following questionnaire:

Name of School:

Please put a tick in one of the five boxes and add comments where appropriate

Question	1 Strongly	2 Agree	3 Neither Agree or Disagree	4 Disagree	5 Strongly Disagree
1. The inspection took account of the school's self-evaluation process.					
2. The pre-inspection briefing provided a clear focus for the inspection.					
3. The inspection was carried out with a high level of professional conduct.					
4. The inspector's judgements were accurate and supported by relevant evidence.					
5. The inspector's approach was rigorous and supportive.					
6. All key stakeholders, including the children felt that they had been given the opportunity to make a contribution to the inspection process.					
7. The inspection affirmed success and good practice.					
8. The inspection clearly and accurately identified areas for improvement.					
9. The Head teacher was kept informed throughout the inspection process.					
10. The formal feedback at the end of the day provided clear messages supported with appropriate evidence.					

11. The inspection report provides a valuable tool for school leadership and the governing body.					
12. The inspection report provides a valuable view of this church school to the parents.					

Further comments including any areas of support you may require from the Diocese:-

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Please make an online return to: ann.goddard@liverpool.anglican.org

*APPENDIX 3 **PROPORTIONAL STATEMENTS***

- The following advice from Ofsted might be helpful when describing proportions and help when making judgements in relation to the 'best fit' grade descriptors.

Expressions of proportions in words	
Proportion	Description
100%	All
97–99%	Vast / overwhelming majority or almost all
80–96%	Very large majority, most
65–79%	Large majority
51–64%	Majority
35–49%	Minority
20–34%	Small minority
4–19%	Very small minority, few
1–3%	Almost no / very few
0%	None/no

APPENDIX 4



Deferral Policy

There may be rare cases when diocesan staff identify exceptional circumstances or particular concerns in a school that warrant consideration of a delayed inspection. In such cases it is expected that the school is inspected as soon as possible after the original date and no later than six working weeks.

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 year 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.

Please note that adjustments must be requested and approved by the SIAMS Manager of the Diocese when prompted by the Education Office SIAMS Administrator during the previous term. Failure to do so may result in funding being withdrawn.

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.

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.

In the event that 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 school's Christian distinctiveness and effectiveness. 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 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 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.

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.

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

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 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
- An imminent change of leadership
- The Diocese hasn't been able to secure enough inspectors
- 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.

APPENDIX 5



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 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:

1. 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, it should contact the diocese within 10 working days from the date of the inspection.

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 date of the inspection regarding the inspector's conduct, the complaints policy should be followed by the school and the Diocese

Appeals Policy

At the end of the final feedback session the inspector will ask the school if they consider the outcomes to be fair and whether they think the outcomes accurately reflect the school. If the school answers 'no' to this question the school, the inspector and the diocese must take the following steps.

Step One

The school can raise the issue with the inspector by answering 'no' to this question. The inspector may reconsider the evidence or consider any new evidence not already taken into account. If the concern is not resolved during the inspection day, the inspector should inform the Diocese that the school doesn't consider the outcomes to be fair and to accurately reflect the school.

Step Two

If the school and the inspector cannot resolve the appeal during the inspection day the head teacher, on behalf of the governing body, must contact the Diocese. 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.

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 secure evidence supports judgements. The Diocese may decide to call in the inspector's evidence base for this purpose. The Diocese should alert the Education Office that the report is now subject to an appeal and that this may delay the publication.

The Diocese may ask the inspector to amend the report to reflect the further assessment of the evidence.

Step Three

If the school remains dissatisfied with the findings and no agreement is reached the Diocese should ask an assessor, 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. They will make a recommendation to the Diocese. The Diocese may ask the inspector to amend the report to reflect this assessment carried out by the assessor.

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 or the post holder is absent for an extended period). 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 two weeks.

(nb 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 note the complaint with reference 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 inspector's evidence base and responses from the inspector concerned. The Diocese will then appoint an appropriate

person to carry out an investigation into the complaint using this gathered evidence.

The Diocese must cover the cost of the investigation.

(*nb the appropriate person to carry out the investigation will normally be a diocesan officer, a consultant, or a diocesan HR officer*).

The diocesan investigation may:

- Dismiss the complaint
- Partially uphold the compliant
- Uphold the complaint

Possible outcomes following a complaint investigated by the diocese:

1. The inspector may be issued with a written or verbal warning from the Diocese
2. The Diocese may decide that the inspector should be shadowed on their next inspection for
the Diocese
3. The Diocese may decide to remove the inspector from its list of inspectors
4. The Diocese may decide that there is no case to answer or that the breach was trivial

(nb this list is not exhaustive- 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.

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.

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).