



## Policy on the Statutory Inspection of Anglican and Methodist Schools (SIAMS)

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### **1 The SIAMS Manager**

- 1.1 The Diocesan Board of Education will designate a member of the Education team as the SIAMS manager. He/she will be responsible for the organisation, management and quality assurance of SIAMS inspections in the diocese. The SIAMS manager will be supported by the administration team. The SIAMS administrators will liaise with the SIAMS manager over the scheduling of inspections and will undertake the administration of the SIAMS process.
- 1.2 The SIAMS manager will liaise with the Church of England Education Office about the arrangements for inspections of church schools in the diocese, under the terms of the protocol agreed between the DfE, Ofsted and the Church of England. He/she will have access to any confidential information on the advance notice of inspections.
- 1.3 The SIAMS manager will be responsible for maintaining the diocesan list of inspectors and for ensuring there is appropriate support and training for inspectors.
- 1.4 The SIAMS manager will produce an annual report for the Diocesan Board of Education.

### **2 SIAMS Inspectors**

#### SIAMS Inspector Training

- 2.1 Before anyone can be included on the diocesan list of inspectors, he/she must be registered as a SIAMS inspector with the Church of England Education Office. To register, he/she must have successfully completed the national SIAMS Inspector training, and meet all the requirements of this training. This includes undertaking all of the training days, undertaking shadow inspections and completing the sign-off inspection with the accredited inspector allocated by the Church of England Education Office. The diocese will only support applications for national SIAMS training from those individuals who have senior leadership experience and meet the requirements set out by the Church of England Education Office.

- 2.2 The Diocese will pay up to £300 towards the cost of the national inspector training for candidates it supports. Upon the successful completion of this course inspectors will be asked to undertake a minimum of 3 inspections within the Diocese. Inspectors who do not complete the training or who cannot undertake the required number of inspections within the Diocese will be required to pay back the £300
- 2.3 All inspectors on the diocesan accredited inspector list must demonstrate they have the appropriate skills to continue to undertake SIAMS within the Diocese, in line with the national Standards for Inspectors The SIAMS manager will undertake shadow inspections of all inspectors (on a rolling programme) as part of the quality assurance process.
- 2.4 All inspectors on the diocesan list must have evidence of an Enhanced Disclosure from the Disclosure and Barring Service and professional indemnity insurance through an individual policy or other appropriate arrangements.
- 2.5 In order to maintain their registration as inspectors within the Diocese of Chichester inspectors must:
- i) carry out 3 SIAMS per academic year. Where there are insufficient inspections within the Diocese to enable this, inspectors will be expected to undertake inspections outside this Diocese and provide the SIAMS administrators with the details.
  - ii) complete the annual national inspector training
  - iii) complete the annual Diocesan inspector training
- 2.6. Inspectors will be asked annually to notify the SIAMS administrators of any schools/academies within the Diocese that they cannot inspect due to a conflict of interest.
- 2.7 If there is sufficient evidence of unsatisfactory SIAMS inspection practice, or the conditions of the diocesan policy in Sections 2.2, 2.3, 2.4 and 2.5 are not met, an inspector may be removed from the diocesan list.

### **3 SIAMS Inspections**

- 3.1 SIAMS inspections in the diocese will be conducted in accordance with the Education Act 2005 (Sections 47-49), the national SIAMS framework and the current SIAMS Evaluation schedule. They will be based on the school's self-evaluation and church academies/schools in the diocese will be expected to provide SIAMS inspectors with a **completed** Diocesan Toolkit or an appropriate alternative.
- 3.2 Church academies/schools in the diocese will normally be inspected on a five year cycle.
- 3.3 Church academies/schools will be given five working days' notice of the date(s) of their SIAMS inspection.

- 3.4 The SIAMS manager will allocate inspectors in advance and make appropriate arrangements for all SIAMS inspections. A SIAMS inspector will not normally be allocated for two consecutive inspections in the same academy/school. The contract for the SIAMS inspection will be between the inspector and the governing body in a maintained school and the board of directors in an academy.
- 3.5 SIAMS inspections in voluntary controlled schools (primary and secondary) should normally last one day (or two half days) and may last up to one and a half days in voluntary aided schools.
- 3.6 All SIAMS reports must be critically read and signed off by an accredited critical reader appointed by the Diocese and by the SIAMS manager, before publication. Inspectors should make contact with the appointed critical reader and enter into a professional dialogue about the report and their judgements. This is regarded as an important element of their on-going professional development as an inspector.
- 3.7 All critical readers must have undertaken the appropriate Critical Reader training. .
- 3.8 Inspectors should send the final, 'signed off' report to the diocese for publication, who will forward a copy to the academy/school, the Church of England Education Office and to the relevant local authority.
- 3.9 The SIAMS manager will obtain feedback from academies/schools about their SIAMS inspections for quality assurance purposes.

#### **4 Academies/Schools requiring additional support**

- 4.1 If an academy/school, in relation to any of the core questions in a SIAMS inspection, is judged to be inadequate (Grade 4), or if an inspector indicates there are serious concerns about an academy/school's capacity to improve in relation to any satisfactory judgement (Grade 3), the diocese will take further action following the publication of the report.
- 4.2 The following action will normally be taken:
  - A formal letter will be sent by the Diocesan Director of Education to the chair of governors and copied to the headteacher to challenge the academy/school over school improvement issues and to explain that the SIAMS inspection has indicated that the school would benefit from additional support.
  - A meeting with the chair of governors, the headteacher and, if appropriate, other governors or staff, will be arranged with a diocesan officer within 30 working days of the inspection to agree an action plan for improvement and any additional support that may be needed from the diocese.
  - 'An action plan' should then be produced, approved at the next full governing body meeting and submitted to the diocese.

- An application for funding from the DfE for a further SIAMS inspection before the end of the five year cycle is likely to be made by the diocese.

## **5 Appeals or concerns from academies/schools about SIAMS inspections**

5.1.1 If there are any concerns about the judgements of an inspection, or the evidence on which these are based, these should be discussed informally with the SIAMS inspector or the SIAMS manager before the publication of the report.

5.2 If there are any concerns relating to the conduct of an inspector they should be discussed with the SIAMS manager.

5.2.1 If an academy/school wishes to make a formal appeal against the outcomes of the SIAMS inspection, this must be done giving reasons in writing to the Diocesan Director of Education by the chair of governors within 30 working days of the inspection. A panel, consisting of three Diocesan Board of Education members and advised by the SIAMS manager, will then be convened within 10 working days to consider the appeal.

5.3 There are three possible outcomes to an appeal:

- the original findings of the SIAMS inspection are upheld;
- the original findings of the SIAMS inspection are over-ruled and changed;
- a re-inspection of the academy/school is organised.

5.5 If an academy/school wishes to appeal against the decision of the panel, this must be done giving reasons in writing to the Diocesan Director of Education by the chair of governors within 10 working days of the decision being made by the panel. An appropriate adjudicator from outside the diocese will then be appointed to consider the appeal and his/her decision will be final.

## **6 Review of the diocesan policy**

6.1 The policy will be monitored and evaluated regularly by the relevant Diocesan Board of Education sub-committee.

6.2 The policy will be formally reviewed annually at the September meeting of the Diocesan Board of Education.

September 2016

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