



Worcester Diocesan Department for Education

**Statutory Inspection of
Anglican and Methodist Schools
(SIAMS)**

Section 48

**PROTOCOL, INFORMATION AND
GUIDELINES**

for Headteachers, Foundation Governors,
SIAMS Inspectors and Officers

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The S48 (SIAMS) Inspection

1: General Information

1. The Section 48 (SIAMS) inspection process is overseen locally by the Diocese of Worcester SIAMS Manager.
2. Schools will be re-inspected in the fifth year after the end of the school year within which they were previously inspected.
3. Schools judged to be satisfactory or inadequate at their last section 48 inspection may be re-inspected earlier.
4. If a school is deemed as Inadequate and placed into Special Measures during their most recent Ofsted inspection, the SIAMS inspection will take place in the term after the school has joined a Multi-Academy Trust.
5. The Diocese of Worcester 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 according to the SIAMS framework.
6. Early in each term the SIAMS inspectors meet for business and training.
7. INSET is offered to schools both in preparation for the inspection and as part of the school improvement / post inspection processes.
8. All inspectors will abide by the National Society'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 Diocesan Director of Education.
9. As part of a pilot scheme for the National Society all SIAMS inspections will be conducted by a lead inspector and either a second inspector or trainee inspector.
10. VA schools are inspected on all four core questions in the SIAMS inspection framework. VC schools are inspected on questions 1, 2 and 4 and not on question 3, which relates to the effectiveness of their RE. Headteachers of VC schools who would like the effectiveness of their RE to be inspected should contact the SIAMS manager or Director of Diocesan Education to discuss this in advance of the inspection.
11. SIAMS inspectors can expect to be treated with respect by representatives of the school at all times during the inspection process.

2: The Inspection Process

Prior to the Inspection:

1. The day before initial contact is made with the school the SIAMS administrator will send the nominated lead inspector(s) the name and contact details of the school and headteacher. This will also be accompanied with the most recent data summary, Section 48 report and Ofsted report.
2. With no more than 1 week's notice, the SIAMS Manager will contact the headteacher by phone (as close to 9.30am as possible) to notify them of the date of the inspection and to give them the name and contact details of the nominated lead inspector (and second inspector where appropriate).
3. The SIAMS Manager will offer to speak to the headteacher by phone prior to the inspection to offer support and guidance as appropriate.
4. The SIAMS lead inspector will make contact with the headteacher on the same day, following confirmation (by text/email) of the initial phone call from the SIAMS Manager, to introduce him/herself and to confirm what documentation is required. Appropriate documents will be SIAMS self-evaluation, school development/improvement plan, Ofsted report if within the last 12 months and the previous section 48 inspection report. The lead inspector will confirm their contact with the headteacher to the SIAMS Manager after the phone conversation.
5. All required documents must be emailed by the headteacher to the lead inspector, usually by the end of the same day. The lead inspector will use the documents to prepare the SIAMS Pre-Inspection Plan (PIP).
6. The lead inspector will email the PIP to the headteacher, SIAMS critical reader, SIAMS Manager and SIAMS administrator no later than 24 hours before the inspection. This will set out the evidence trails which the inspector(s) anticipates taking during the inspection and the questions which need to be addressed.
7. The lead inspector will also email the SIAMS contract and SIAMS protocol to the headteacher. The contract will need to be signed by the chair of governors and be available on the day of the inspection.
8. The lead inspector will inform the school of the people they wish to interview: these are likely to be the headteacher, learners from across the school, the chair and foundation governors, the incumbent, parents / carers, co-ordinators of

RE and collective worship. If there are members of the parish and/or local community who play a part in the life of the school the inspector might welcome the opportunity to meet with them also. Where the school has converted to academy status, academy sponsors or members of the MAT Board should also be interviewed.

9. Inspection activities will be designed in such a way as to enable the inspector to gather the evidence required. Therefore, the timetable will be constructed in the light of the findings of the PIP. In some instances it may be appropriate for the inspector to observe RE lessons and in others this will not be necessary and alternative methods such as learning walks and/or work scrutiny will be planned. The inspector will discuss this with the headteacher and will give direction on the construction of the timetable.
10. A timetable for the inspection day will be drawn up by the lead inspector with input from the headteacher and the headteacher to enable the inspection to run smoothly and for the greatest benefit of the school and the inspector(s).
11. As part of the inspection, the inspector should interview a representative of the diocese. Inspectors should contact the SIAMS Administrator (01905 732826) to determine which representative will be available and to arrange a convenient time for the interview, which will normally take place by phone. The interview may occur on the day of the inspection or prior to the day. An Evaluation Form should be completed as a result of the interview which will then form part of the evidence base for the inspection.

On the day of the inspection:

1. The initial meeting between the headteacher and inspector(s) on the day of the inspection will provide opportunity for discussion about the PIP and for the headteacher to provide additional evidence.
2. The school will have in place the timetable arrangements, the interviewees and any further papers or documents for the lead inspector as agreed.
3. The SIAMS inspection will include the inspection of the school's response to outcomes from the last inspection identified in the Focus for Development/ Areas to Improve. The inspector(s) will evaluate the impact of the school's actions, the outcomes for the pupils and consider the school's own evaluation of the impact of these actions.
4. The lead inspector's evaluation of improvement since the last inspection will have an impact on the judgement about the overall effectiveness of the school.
5. At the close of the inspection a verbal feedback on the findings and the provisional judgements are given to the chair, the headteacher, foundation governors and others as appropriate. Responses to the judgements can be discussed at this feedback meeting. Feedback and inspection judgements remain confidential until after the Quality Assurance process has been completed, at which time the final report will be emailed to the school by the SIAMS lead inspector.
6. RE does not receive a full subject inspection in a VC school. RE lessons may be observed and both book trawls and pupil discussions may play a part of the inspection process to support the judgements on the impact of RE on the Christian character of the school and the management of RE which will inform the lead inspector in his/her view of the leadership and management of the school.

Writing the SIAMS Report:

1. The lead inspector sends the draft report to the SIAMS critical reader for critical reading and quality assurance within five working days of the inspection. The draft report will comprise of a front page and a further 2 sides of A4 in which the core question judgements are given and explained, written in Gill Sans MT II on the National Society's report template.
2. The SIAMS critical reader will give written and/or oral feedback responding as appropriate, by telephone, or email, within five working days to the inspector.
3. Once amendments have been finalised, the draft report is sent by the SIAMS lead inspector to the headteacher for a factual accuracy check.
4. The headteacher returns the draft report within three working days to the SIAMS lead inspector with any factual amendments clearly marked. The final report is then emailed to the school by the SIAMS lead inspector.
5. Issues of concern, disagreements or advice following the inspection that may need a third party are referred to the Diocesan Director of Education and/or SIAMS Manager in the first instance – either by the school or the inspector. The appeals and complaints procedure following a SIAMS inspection will be followed should an appeal be made by the Governors of a school.

Following the inspection:

1. The school ensures that the final report is made available to all parents and governors within 5 working days of receipt.

2. An email copy of the report and the inspector's claim form are sent to the SIAMS Administrator and SIAMS Manager by the SIAMS lead inspector.
3. The SIAMS Administrator sends the SIAMS Report and lead inspector's claim form to the National Society (copying in the lead inspector), who will then place the Report on the National Society's website. The second inspector will submit their invoice directly to the SIAMS administrator for processing by the Diocesan Board of Finance.
4. The SIAMS Administrator sends an evaluation form for the school to complete and return within 10 working days as the final part of the SIAMS inspection process. One copy is sent to the lead inspector and one is filed.
5. The fee for the inspection is paid to the lead inspector by the National Society on receipt of the approved SIAMS report and the claim form.

3: School improvement and other actions following a S48 SIAMS inspection

1. The headteacher, management team, subject leaders and foundation governors work with staff to draw up an action plan to implement the Areas to Improve. This will be incorporated into the school development plan and discussed at the school's next Annual Partnership meeting.
2. The DDE / Deputy DDE / SIAMS Manager will co-ordinate any additional support required in devising and implementing the action plan.
3. The Diocesan Department for Education provides training opportunities for staff and governors in church schools both through formal diocesan events, Professional Development / INSET days, twilight training and staff meetings and by personal approach. Governor training opportunities are provided by the Diocese for clergy and governors.
4. The Diocesan Board of Education receives an Annual Report on the SIAMS process.

4: Appeals and Complaints

1. **Step One.** The school must raise any disagreement or appeal regarding inspection judgements directly with the SIAMS inspector on the day of the inspection. This may involve the reconsideration of evidence or consideration of evidence not already taken into account.
2. **Step Two.** If it has not been possible for the school and inspector to resolve such a disagreement, the governing body may, within 5 working days of the inspection, ask the Diocesan Director of Education (DDE) and/or SIAMS Manager to review the report and/or the inspection. The DDE/SIAMS Manager will determine whether the report is fair and judgements are supported by secure evidence. Should it be deemed that elements of the report are not supported by secure evidence an amended report, with the agreement of the inspector, will be issued.
3. **Step Three.** Any complaints regarding inspector conduct must be brought to the attention of the DDE or SIAMS Manager within 5 working days of the inspection. The DDE/SIAMS Manager may review the performance or conduct of the inspector and, if deemed necessary, arrange for a re-inspection to take place.
4. **Step Four.** If the school remains dissatisfied with the outcomes of Steps One to Three, the DDE will refer the case to the Church of England Education Office (CEEO). The CEEO will review the inspection and will either support the inspector's findings and/or conduct or, after consultation with the DDE, arrange for a re-inspection to take place. The CEEO's decision will be final.

5: Further Information

Documents and papers relating to the SIAMS inspections are available on the [Diocese of Worcester's website](#) and that of the [National Society](#). Of particular interest may be:

- Framework for Inspection
- Evaluation Schedule
- Self-evaluation model
- National Society Report Form

SIAMS Reports are available on the [National Society's](#) website.

Appendices

Appendix 1: SIAMS Timeline for Schools

Appendix 2: SIAMS Timeline for Inspectors