SIAMS Shadow Inspections

Guidance for Trainee Inspectors, Registered Inspectors, and Sign-Off Assessors

Restricted Document: Inspectors only

September 2022

Methodist Schools

THE CHURCH OF ENGLAND EDUCATION OFFICE

SIAMS Shadow Inspection Guidance

1. SHADOW INSPECTIONS: PURPOSE

1.1 Shadow inspections provide opportunities for trainee inspectors to gain knowledge and understanding of the SIAMS process by observing an experienced inspector.

1.2 Trainee inspectors will complete a shadow inspection before embarking on their sign-off inspection.

1.3 The shadow inspection is an opportunity for trainee inspectors to observe the practice of an experienced Registered Inspector and to carry out a number of written inspection tasks *for the purposes of assessment only*. The Trainee Inspector:

1.3.1 will play no part in evidence-gathering or in decisions about grades

1.3.2 must not contribute to any public evidence-gathering discussions or meetings

1.3.3 may ask questions and have discussions with the Registered Inspector in private but must play no part in reaching judgements

1.3.4 will have access to the school's evidence-base (from the Registered Inspector)

1.3.5 may be invited to be present at the Pre-Inspection Plan (PIP) call but should not contribute to the discussion

1.3.6 will write lines of enquiry (LOE), evidence forms, and a report for the purposes of assessment only. *Please note: the Trainee Inspector's evidence and written tasks may not be used as part of a complaint or challenge to the Registered Inspector's judgements.*

2. SHADOW INSPECTIONS: A STEP-BY-STEP GUIDE

2.1 Shadow inspections will be arranged by the National SIAMS Team.

2.2 Trainee Inspectors must have enhanced DBS clearance before taking part in a shadow inspection. Ideally, this will be via the online DBS Update Service. The National SIAMS Team must have had access to the outcome before providing the Trainee Inspector with a SIAMS Inspector badge and assigning them a shadow inspection.

2.3 Once DBS checks are complete, the Trainee Inspector will be sent a badge, which identifies them as a SIAMS Inspector. They must wear this at all times during a shadow inspection.

2.4 The National SIAMS Team will liaise with the Trainee Inspector about availability and geographical areas and will pair them up with an experienced Registered Inspector.

2.5 The Trainee and Registered inspectors are asked to respond promptly to requests for information to aid the logistics of the shadow inspections.

2.6 Once allocated a shadow inspection, the Trainee Inspector should introduce themselves by email to the Registered Inspector and make any arrangements for the day of the inspection.

2.7 The school will receive one week/five working days' notice of their inspection. This will be carried out by a member of the National SIAMS Team, usually by means of a telephone call. During this telephone call, the National SIAMS Team will ask the headteacher whether they are content for a Trainee Inspector to shadow the Registered Inspector.

2.8 If the school is not happy with this arrangement, the National SIAMS Team will inform the Trainee Inspector and the Registered Inspector and will make alternative arrangements.

2.9 Assuming the school agrees to the shadow, the National SIAMS Team will explain the role played by the Trainee Inspector; that is, the role of a non-participant observer.

2.10 When the National SIAMS Team sends the school the confirmation email, they will copy it to the Registered Inspector and the Trainee Inspector.

2.11 From that point, the Registered Inspector and the Trainee Inspector should maintain communication in order for the Registered Inspector to share the school's written evidence-base with the Trainee Inspector.

2.12 The Trainee Inspector may be invited to attend the PIP call, but they should not make any contribution to the discussion.

2.13 The Registered Inspector should include the Trainee Inspector in any pre-inspection logistical arrangements, such as car parking or lunch, and should ensure that the Trainee Inspector knows what time to arrive at the school.

2.14 If they arrive at the school before the Registered Inspector, the Trainee Inspector should wait for them before entering the school or introducing themselves to the headteacher.

2.15 The Registered Inspector should reiterate to the headteacher, and to other members of the school team as appropriate, that the Trainee Inspector will play no part in the inspection or in reaching judgements.

2.16 The Trainee Inspector should not meet with anyone unless they are with the Registered Inspector. They must remember to observe silently during meetings and inspection activities. If they have questions, these must be raised with the Registered Inspector in private.

2.17 The Trainee Inspector should complete all tasks – those to be assessed or those required as part of the training – during the inspection or within the prescribed timeframe after the day of inspection.

2.18 At all times, both the Registered Inspector and the Trainee Inspector must adhere to the SIAMS Code of Conduct and other guidance documents and must use all SIAMS templates as appropriate.

3. WHAT IF…?

3.1 …the inspection needs to be postponed at the last minute?

- If this happens, a member of the National SIAMS Team will ensure that the Trainee Inspector knows.
- The National SIAMS Team will reschedule the inspection and will liaise with all parties.
- The Trainee Inspector may be allocated a different inspector/inspection to shadow.

3.2 …the Trainee Inspector is unable to attend the inspection, for example, due to ill-health?

- If something prevents them, on the day of the inspection, from attending as planned, they should call the Duty Desk.
- They should also notify the Registered Inspector, using the contact details that they have.
- If something, such as contracting COVID-19, occurs before the day of the inspection, the Trainee Inspector should contact the National SIAMS Team.

3.3 …the Trainee Inspector disagrees with the grades awarded by the Registered Inspector?

- They should ask the Registered Inspector in private to explain how they have arrived at a certain grade to enable the Trainee Inspector to understand.
- If they still disagree with the decision, the Trainee Inspector should note this and discuss it with the Deputy Head of SIAMS in confidence.

- They should not challenge the Registered Inspector either privately or in public.
- They should not make it known to the school that they have a different opinion.

3.4 …the Registered Inspector starts the inspection but is unable to complete it?

- The Registered Inspector will follow the SIAMS guidance for such situations and the Trainee Inspector will comply.
- The Trainee Inspector must not assume responsibility for completing the inspection.
- The Trainee Inspector should inform the Deputy Head of SIAMS once they have left the school premises.

3.5 The Registered Inspector should contact the Duty Desk to inform them. If they are unable to do so, for example, for reasons of ill-health, the Trainee Inspector should make this telephone call on their behalf.…a member of the school community asks the Trainee Inspector for their opinion on grades or another aspect of the inspection?

- The Trainee Inspector should remind them of their role as a non-participant observer and decline to answer the question, whether they agree with the Registered Inspector or not.

3.6 …a safeguarding issue is brought to the attention of the Trainee Inspector?

- The Trainee Inspector should immediately pass the information to the Registered Inspector, noting each interaction on an evidence form.
- The Registered Inspector must adhere to the SIAMS guidance and follow the school's safeguarding policy.

3.7 …the Trainee Inspector realises that they know a member of the school staff or have another potential conflict of interest once the inspection is underway?

- As the Trainee Inspector is a non-participant observer to the inspection, there is no actual conflict of interest.
- However, as a potential perceived conflict of interest, the Trainee Inspector should inform the Registered Inspector who will liaise with the headteacher.
- If they both agree that the presence of the Trainee Inspector will have a negative impact on the school's experience of inspection, the Trainee Inspector should leave.
- Having left the school premises, the Trainee Inspector should contact the National SIAMS Team who will then manage the logistics to arrange an alternative shadow inspection.