

# Code of Conduct for SIAMS Inspectors

---

Restricted Document: For Inspectors only

September 2022



**Methodist Schools**



**THE CHURCH  
OF ENGLAND**  
EDUCATION OFFICE

# Code of Conduct for SIAMS Inspectors

## INTRODUCTION

1. This document sets out the expectations for the conduct of all registered Statutory Inspection of Anglican and Methodist Schools (SIAMS) inspectors. It refers to knowledge, skills, and behaviour.
2. Should support for a registered inspector be required in any aspect of the Code of Conduct, it will be provided by a Quality Assurance (QA) Inspector as part of the Quality Assurance of Report (QAR) or Quality Assurance of Inspection (QAI) process.
3. If it is evident that a registered inspector is unable to respond appropriately following sustained support by a QA Inspector, the National Director of SIAMS may consider deregistration.
4. QA Inspectors are also expected to adhere to all relevant elements of the Code of Conduct when engaged in QAR and QAI.

## 1. DEMONSTRATE COMPREHENSIVE KNOWLEDGE AND UNDERSTANDING OF SIAMS DOCUMENTATION

- 1.1. Have a thorough working knowledge of the current SIAMS Evaluation Schedule and demonstrate competency in its implementation in the specific context of the school.
- 1.2. Be familiar and comply with all national SIAMS protocols, policies, and guidance, as presented within the SIAMS Toolbox.
- 1.3. Have up-to-date knowledge and understanding of Church schools, especially in respect of governance, religious education, and collective worship.
- 1.4. Understand the protocol for contacting the SIAMS Duty Desk and do so as required.

## 2. MANAGE THE INSPECTION AS A SEQUENTIAL PROCESS

- 2.1. Adhere to all pre-inspection day timescales, especially in communicating with the school, writing the pre-inspection plan, and agreeing the timetable.
- 2.2. Access and analyse evidence from a range of sources.
- 2.3. Ensure that lines of enquiry are consistent with pre-inspection analysis of evidence.

- 2.4. Create and revise throughout the inspection where necessary, a timetable that enables lines of enquiry to be explored in sufficient depth.
- 2.5. Use all templates correctly to build a secure evidence base.
- 2.6. Respond flexibly to ensure a sustained focus on creating a robust evidence base, judiciously closing down lines of enquiry when sufficient evidence has been collated.

### 3. COMMUNICATE CLEARLY AND FLUENTLY, BOTH ORALLY AND IN WRITING

- 3.1. Establish positive professional relationships with school leaders in order to provide them with clear information in setting up the inspection.
- 3.2. Establish and sustain professional dialogue that enables the collection of all relevant evidence.
- 3.3. Communicate feedback and judgements sensitively but clearly and frankly, without fear or favour.
- 3.4. Ensure that all written communication, including the pre-inspection plan and inspection report, are written in a fluent, clear, and logical style that enables the school community to recognise itself and to accept judgements as fair.

### 4. DEMONSTRATE PROFESSIONAL COURTESY

- 4.1. Take all reasonable steps to prevent undue anxiety and to minimise stress for others by adhering to inspection protocols.
- 4.2. Refrain from commenting on the work of other professional colleagues, including the previous SIAMS inspector, and colleagues from different organisations such as the diocese/Methodist circuit, the Department for Education (DfE), Ofsted, Standing Advisory Council on Religious Education (SACRE), and the local authority.
- 4.3. Respect the schedules for SIAMS and Ofsted that are currently in force by not expressing personal opinions on their content or organisation. This includes not comparing current schedules with those in force in the past.
- 4.4. Avoid promoting or expressing personal opinions about methodologies or commercial materials that might have been adopted by the school or promoted by a diocese.
- 4.5. Avoid engaging with any media platforms (traditional or social) on inspection issues. Refer any enquiries to the National Director of SIAMS or to the SIAMS Duty Desk on the day of an inspection.

- 4.6. Do nothing that would bring the reputation of SIAMS or the Church of England into disrepute.
- 4.7. Carry out all inspection activity in a respectful and courteous manner that gives dignity to all and is sensitive to the context of the school.
- 4.8. Check if there is mobile signal in case there is a need to contact the Duty Desk, then switch off the mobile for the remainder of the inspection.

## 5. MAINTAIN CONFIDENTIALITY

- 5.1. Maintain confidentiality of all inspection details prior to the school receiving notification of the date of their inspection. In particular, take care not to inadvertently share inspection details with either school or diocesan colleagues.
- 5.2. Respect the confidentiality of all information, particularly about the work and performance of individuals (subject to the school's safeguarding procedures).
- 5.3. Do not remove any document from the school premises, especially those that contain pupils' names.
- 5.4. Ensure that individuals from the school community, apart from the headteacher and chair of governors, are not identifiable from the way in which the inspection report is written.
- 5.5. Do not accept any information or opinions in confidence, as doing so may compromise the safety of individuals or the outcomes of the inspection.
- 5.6. In line with the professional courtesy expected from the school, keep the outcomes of the inspection confidential to the school and appropriate professional colleagues until the report is published.
- 5.7. Ensure that emails about the inspection, including the QAR process, are not accessible to others.
- 5.8. Keep the inspection evidence base for a maximum of six months. After this time, destroy it using a secure method.

## 6. UPHOLD SAFEGUARDING

- 6.1. Adhere to best practice for safeguarding children, including being familiar with updates from the Church of England Education Office and the DfE.
- 6.2. Ensure that your DBS clearance and insurance cover (professional liability and professional indemnity) are up to date.
- 6.3. Show your official SIAMS Inspector badge on arrival at the school and display it at all times.
- 6.4. Be familiar with the school's procedures for raising a safeguarding concern and, if necessary, follow them during the inspection.

6.4.1. Do not take any photographs during the inspection.

## 7. MANAGE CONFLICTS OF INTEREST

- 7.1. Do not inspect a school with which there is a conflict of interest due to a prior connection.
- 7.2. A conflict of interest exists where an inspector:
  - 7.2.1. has been employed at the school in the ten years prior to the inspection
  - 7.2.2. is a close relative of a pupil or member of staff
  - 7.2.3. has been a governor of the school in the preceding five years
  - 7.2.4. has provided consultancy, advice, or training in the school within the last five years
  - 7.2.5. conducted the previous SIAMS inspection or has carried out any other inspection activity within the preceding five years.
- 7.3. Keep all conflicts of interest up to date on the SIAMS Portal and communicate changes to the National SIAMS Team.
- 7.4. Refrain from promoting services that are to your personal, professional, or financial benefit or that of your own school or Multi-Academy Trust (MAT).
- 7.5. Refrain from using the title of SIAMS Inspector at any time, other than when directly engaged in officially scheduled inspection activity. In particular, refrain from using the status and title of SIAMS Inspector in the context of speaking engagements, the provision of advisory services, or any other income generating activity, and ensure that any SIAMS documents marked as “Restricted Document: For Inspectors only” are kept confidential.