

SIAMS Quality Assurance of Inspection Practice Policy

September 2023



Methodist Schools



**THE CHURCH
OF ENGLAND**
EDUCATION OFFICE

Quality assurance of inspection practice (QAI) policy

General Points

- The purpose of QAI is to support ongoing professional development for inspectors. This supportive process utilises the inspector competencies as the basis for developmental feedback.
- The inspector competencies (see below) are taken from the Code of Conduct for Inspectors. They are expected to be routinely and consistently evident in the practice of all SIAMS inspectors.
- The quality assurance (QA) inspector will observe the inspector's practice in the light of these and will provide developmental feedback, where appropriate, on each area. The QA inspector will not carry out a detailed assessment of the inspection beyond that which relates directly to the competencies, and they will not gather detailed inspection evidence.
- The QA inspector will not intervene in the inspection process.
- The development-related QAI comments will be shared with the inspector and with the National Director and Deputy Director of SIAMS after the inspection.
- The QA inspector is not responsible for the conduct of the inspection, and they will not assume responsibility for the inspection. It is expected that the inspector will carry out all aspects of the inspection competently and in accordance with all guidance documents in the SIAMS Toolkit.

Before the inspection

- The National SIAMS team will inform the inspector during the week before the inspection that a QAI is to take place, and they will inform the inspector of the name of the QA inspector.
- The National SIAMS team will also inform the school that a QA inspector will be present on the day.
- The QA inspector will contact the inspector, requesting that they forward all evidence from the school as well as the copying them into all email communications with the school, and sending the timetable and PIP.
- The QA inspector will, separately from the inspector, contact the headteacher to introduce themselves and to explain their role. Emphasis will be on explaining that their focus will be on the inspector and that they are not part of the inspection itself.
- The QA inspector will start to fill in the QAI log at this stage, commenting on the communications from and with the inspector in line with the competencies.
- The QA inspector will inform the inspector and the headteacher of what time they expect to arrive at the school on the day of the inspection. The pre-inspection activity will have an impact on the QA inspector's decision in this regard; they may choose to be present from 8am with the inspector or they may choose to arrive slightly later. This is the decision of the QA inspector.

The day of the inspection

- The QA inspector will accompany the inspector to as many meetings and activities as they deem to be valuable in assessing the inspector's practice in order to provide developmental feedback to the inspector.
- They will fill in the QAI log as they do so, only commenting in relation to the inspector competencies.
- Should the inspector have a need to contact the Duty Desk during a QA inspection, they should instead discuss the presenting issue/s with the QA inspector. The QA inspector should note the main points of the discussion along with the inspector's decision/s on their Log and include them on their QAI report.
- The QA inspector will remain a silent observer in all inspection activities.
- The only circumstance in which the QA inspector will assume responsibility for the inspection if the inspector is unable to deliver the final feedback (for example, due to unexpected and sudden illness), once a rigorous evidence-base has been gathered by the inspector and judgements made.
- At the end of the inspection, and if welcomed by the inspector, the QA inspector will make a brief verbal comment on the inspection. They will not, at this stage, provide detailed feedback.

After the inspection

- The QA inspector will carry out the quality assurance of the report (QAR) and will follow routine QAR protocols in doing so.
- All normal QAR timescales must be adhered to.
- The QA inspector will review the QAI Log along with their notes on the QAR. They will then use this information to complete the QAI report (see attached).
- The QAI report should be completed within 72 hours of the school receiving the final version of the inspection report.
- Once the QAI report is complete, the QA inspector will send it to the National Director and Deputy Director of SIAMS, who will respond within 72 hours.
- Following comment by the National Director or Deputy Director, the QA inspector will send the report to the inspector.
- The National Director or Deputy Director will contact the inspector within a further 72 hours to share their comments and to instigate any follow-up that is deemed appropriate.
- If deemed necessary by the National Director or Deputy Director, any post-QAI discussions with the inspector will include the QA inspector and either the National Director or Deputy Director of SIAMS.

COMPETENCY 2 Manage the inspection as a sequential process	COMMENT (including any suggestions for future professional development)
2.1 Adhere to all pre-inspection day timescales, especially in communicating with the school, writing the PIP, 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 LOE 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 LOE when sufficient evidence has been collated.	

INSPECTOR COMPETENCIES taken from the Inspector Code of Conduct

COMPETENCY 1 Demonstrate comprehensive knowledge and understanding of SIAMS documentation	COMMENT (including any suggestions for future professional development)
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, RE, and collective worship.	

COMPETENCY 3 Communicate clearly and fluently, both orally and in writing	COMMENT (including any suggestions for future professional development)
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 PIP and report, are written in a fluent, clear, and logical style that enables the school community to recognise itself and to accept judgements as far.	

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