

SIAMS Inspector Toolbox Overview

• Policies	• Aides-mémoires : Inspection Questions	• Aides-mémoires: Managing the process	• Templates
<ul style="list-style-type: none"> • SIAMS documents – some of which are publicly available on the SIAMS Inspections webpage, and some are restricted for Inspectors only. 	<ul style="list-style-type: none"> • Lay out the principles and rationale for inspection practice • Set clear, unequivocal expectations for inspection practice • Designed to be an electronic quick reference and self-checklist on all aspects of the inspection process 		<ul style="list-style-type: none"> • Templates ensure consistency in practice and provide a written record of how grades emerged.
<ul style="list-style-type: none"> • <u>Publicly Available:</u> <ul style="list-style-type: none"> • SIAMS Framework • SIAMS Appeals and Complaints Policy • SIAMS Inspection Deferral Policy • SIAMS Information for Schools • <u>Restricted to Inspectors:</u> <ul style="list-style-type: none"> • Code of Conduct (includes inspector competencies) • SIAMS Duty Desk Protocol • Quality Assurance of Reports Policy • Notification of SIAMS Inspections Protocol 	<ul style="list-style-type: none"> • IQ1 • IQ2 • IQ3 • IQ4 • IQ5 • IQs6&7 	<ul style="list-style-type: none"> • A-M P1. Inspecting different types of schools • A-M P2. Managing the SIAMS process • A-M P3. Preparing the inspection • A-M P4. Building a secure evidence base • A-M P5. Checklist for report writing • A-M P6. Draft and Final Reports process 	<ul style="list-style-type: none"> • T1. Initial call to the school • T2. Staff and parent letter • T3. Timetable • T4. Pre-inspection plan (PIP) • T5. PIP call • T6. Evidence form (EF) • T7. Mid-point Update • T8. Final briefing & Areas for Development • T9. Final feedback • T10. Report template • T11. Draft and Final Reports email templates • SIAMS House Style Guide