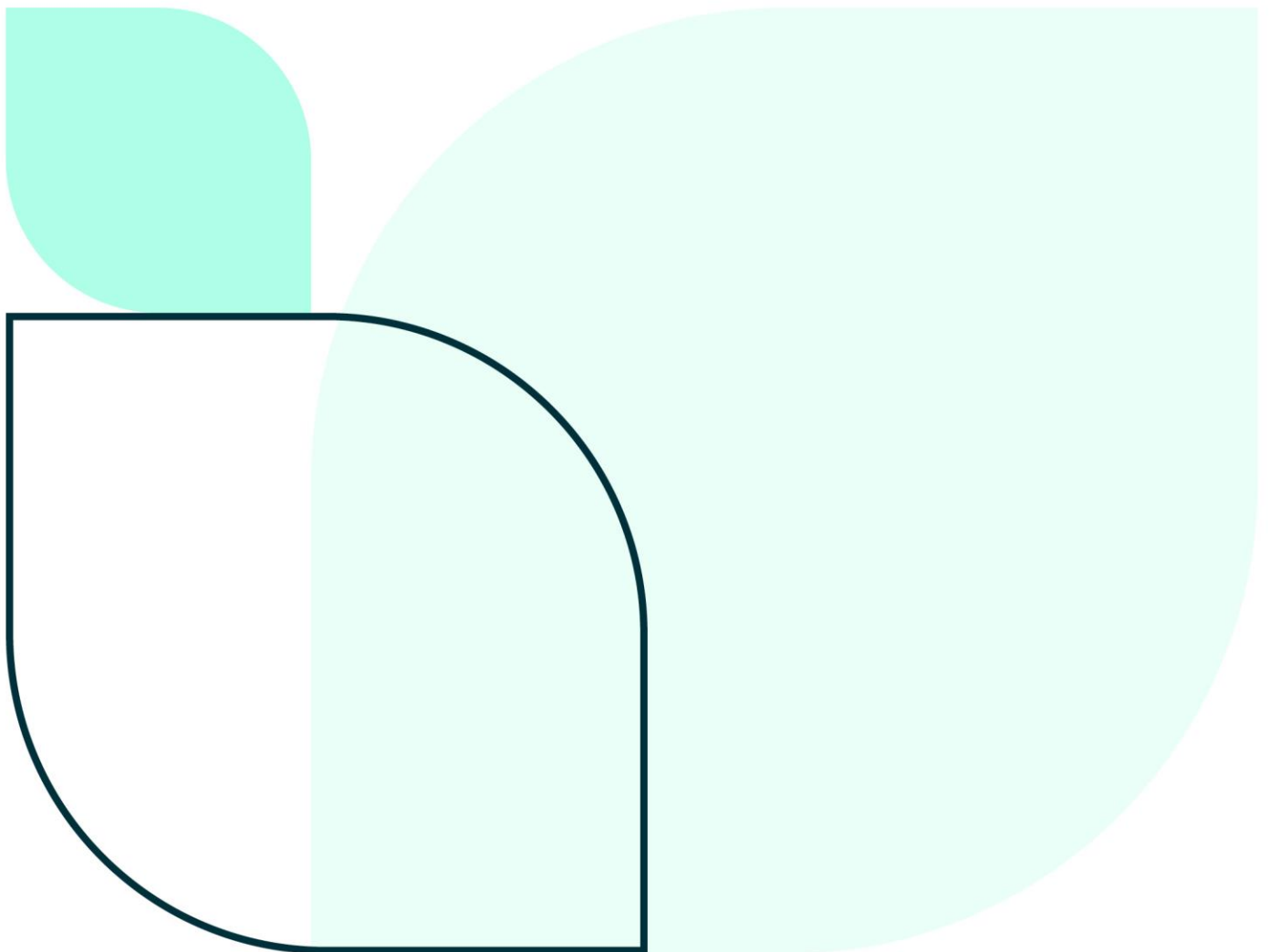


SIAMS Inspector Code of Conduct

December 2024





Introduction

- 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.
- Should any type of support for a registered inspector be required in relation to 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.
- If it is evident that a registered inspector is struggling to meet the requirements of the role in line with the Code of Conduct and is unable to respond appropriately following sustained support by a QA Inspector, the National Director of SIAMS may consider deregistration.
- QA Inspectors are also expected to adhere to all relevant elements of the Code of Conduct when engaged in QAR and QAI.

1. Apply a comprehensive knowledge and understanding of SIAMS documentation

- 1.1. Confidently navigate, gather evidence on, and report against the Inspection Questions.
- 1.2. Understand the significance of a school's context and status for inspection, including applying the correct Inspection Questions.
- 1.3. Ensure evidence on the impact of the trust is secure.
- 1.4. Comply with policies, procedures and guidance to inspect in a Christian manner, as set out in the Code of Conduct.

2. Manage inspection as a sequential process

- 2.1. Co-operate with scheduling procedures.
- 2.2. Follow and complete *all* templates correctly to build a secure evidence base.
- 2.3. Access and analyse relevant evidence from a range of sources.
- 2.4. Identify lines of enquiry consistent with analysis.
- 2.5. Set a timetable that will enable appropriate evidence to be gathered.
- 2.6. Lead well-pitched inspection conversations that enable relevant evidence to be gathered.
- 2.7. Adjust timetable in light of emerging evidence.
- 2.8. Weigh evidence in deciding when lines of enquiry are complete and in arriving at secure judgements
- 2.9. Keep headteacher/senior leaders engaged and updated on progress of inspection.

3. Communicate clearly, orally and in writing

- 3.1. Establish positive relationships and provide school with clear information when setting up the inspection.
- 3.2. Make use of good interpersonal skills and questioning strategies to gather evidence and engage in fruitful dialogue.
- 3.3. Deliver feedback clearly and with sensitivity in line with templates.
- 3.4. Report outcomes of inspection in straightforward, accurate, unambiguous language in line with Checklist for Report Writing and House Style



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. In doing so, pay attention to and seek assurances related to the inspection-related wellbeing of the headteacher and other leaders as appropriate. If, at any time, there are concerns about the wellbeing of leaders or signs of distress related to the inspection, pause the inspection and contact the SIAMS duty desk for advice on next steps.
- 4.3. 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.
- 4.4. Respect the frameworks 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.
- 4.5. Avoid promoting or expressing personal opinions about methodologies or commercial materials that might have been adopted by the school or promoted by a diocese.
- 4.6. 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.
- 4.7. Do nothing that would bring the reputation of SIAMS or the Church of England into disrepute.
- 4.8. 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.
- 4.9. Check if there is mobile signal in case there is a need to contact the Duty Desk, then switch off your 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, chair of governors, and vicar 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 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.
- 6.5. Do not take any photographs during the inspection.

7. Manage conflicts of interest

- 7.1. A conflict of interest exists where an inspector:
 - 7.1.1. has been employed at the school as a headteacher in the ten years prior to the inspection
 - 7.1.2. has been employed at the school as a teacher in the five years prior to the inspection
 - 7.1.3. is a close relative of a pupil or member of staff
 - 7.1.4. has been a governor of the school in the preceding five years
 - 7.1.5. has provided consultancy, advice, or training in the school within the last five years conducted the previous SIAMS inspection or has carried out any other inspection activity within the preceding five years
- 7.2. For the avoidance of doubt, if the inspector believes that a conflict of interest *might* exist, but they are unsure, they should discuss the school/situation with the diocesan director of education and the national SIAMS team. Informed decisions about conflicts of interest and inspection scheduling can then be made accordingly. Contextual factors will determine whether or not a situation/school is deemed to be a conflict of interest.
- 7.3. Please note: all inspectors must only make judgements based on the evidence that they gather in relation to a specific school, on the occasion of that specific inspection. If an inspector, for example through their work as a diocesan adviser, believes that they are in possession of information that will prevent them from gathering a balanced evidence-base from which they will subsequently make their judgements, then they should declare this as a conflict of interest.
- 7.4. Inspectors must:
 - 7.4.1. keep all conflicts of interest up to date on the SIAMS portal and communicate changes to the National SIAMS Team
 - 7.4.2. refrain from promoting services that are to their personal, professional, or financial benefit or that of their own school or multi academy trust
 - 7.4.3. 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.

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