

# SIAMS Inspection Protocol Summary (Schools)

Please also refer to full guidance for schools and inspectors

## Pre-inspection

- 1 The school will receive a phone call from the Diocese triggering the SIAMS inspection. This is usually before 10.30am.
- 2 The Diocese will confirm the inspector conducting the inspection.
- 3 The inspector will be informed a notification has taken place and contact the Headteacher to:
  - Confirm the inspection details with the school.
  - Request key documents to be sent within 24 hours and outline the inspection process.
- 4 The inspector will write the PIP and send to the school at least 24 hours before the inspection. This will include timetable arrangements. They will also make contact with the named Diocesan Adviser for the school.
- 5 The inspector will send a copy of the SIAMS Inspection model contract to the school. Once returned, signed, the inspector will add their own signature before sending one copy back to the school.

## Post-inspection

- 1 The inspector submits their written report to the Diocese for critical reading within 5 working days of the inspection. The inspector then revises the report as necessary based on the comments received from the critical reader.
- 2 Once the Diocese of Leeds has approved the report the inspector will submit a copy for the school to check for factual accuracy. The school will usually receive the report within 15 working days of the inspection. The purpose of this check is to allow the school the opportunity to amend anything that is not a judgment, for example number on roll, amount of time allocated to RE or how often collective worship takes place and so on. Schools have 24 hours from receipt of the report in which to respond.
- 3 The inspector issues the final version of the report to the Diocese.
- 4 The Diocese will send the school the final report. The school must now copy the report to parents and can upload it to their website.
- 5 The Diocese will forward a copy to the Church of England Education Officer as a record and for publication.

**NB: The CEEO deals with all payments to the inspector for the inspection. The school should not be asked to pay for any expenses.**