

How to plan an inspection

Administration guidebook

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Pre-inspection process

Tick	When	Task
☐	Summer term	Ensure inspectors have returned the <i>Inspector Annual Confirmation Form</i> (Template 2)
☐		Confirm that all inspectors have maintained their subscription to the Update Service
☐		Identify the schools due for inspection next academic year
☐	One term in advance	Prepare the inspection
☐		Determine team constitution
☐	At least one half-term in advance	Allocate lead inspectors
☐		Determine size of inspection teams
☐		Allocate team inspectors
☐		Allocate report moderation reader
☐		Update plans

Summer term

Identify the schools due for inspection next academic year

Other than diocesan staff involved in scheduling inspections, nobody must know any detail regarding the inspection timetable until the point of notification, at which point the information must remain confidential until the inspection has been greenlit.

Instruction

1. Check that all inspectors have maintained their subscription to the Update Service. Inform the Catholic Schools Inspectorate of the outcome of these checks.
2. Using your long-term inspection plan, identify which schools are due to be inspected during the academic year. This would normally be according to the following schedule:
 - a) Schools judged to be good or better in their last denominational inspection are inspected in the fifth year following the end of the academic year in which they were inspected.
 - b) Otherwise, schools should be inspected no sooner than exactly three years from the end of their last denominational inspection and in any case before the end of the fifth year following the end of the academic year in which they were last inspected.
3. Divide the list into three terms, giving an initial list of which schools will be inspected in each term – this may be amended as issues arise during the year.
4. When compiling this list, identify which schools are Religious Order schools, and ensure that your long-term inspection plan includes the appropriate point of contact for the Religious Order superior or their nominee.

Advice

Keep a record of when each inspector's subscription is due for renewal and check that it has been renewed.

Template 01 Long term Plan.

However, due to the impact of the COVID 19 pandemic on the ability of dioceses to carry out inspections in schools, for any school who was last inspected between 1 August 2014 and the 31 July 2021, their next inspection must occur within eight years.

You may wish to consider the number of individual schools, academies and colleges being inspected within a single MAT/MAC within any one term.

See Template 03.2 Checklist for inspecting Religious Order schools in the Inspection handbook

5. Make sure you update the list of inspectors' conflict of interest to include any changes and ensure that they have completed safeguarding training and read the policies within the last year. See *Handbook 2: Inspection*, Appendix 5 Conflict of Interest Policy and Appendix 11.1 and 11.2 Safeguarding Policy

Template 02 Inspector Annual Confirmation Form

One term in advance

Prepare the inspection

Instruction

For each school being inspected in the following term:

6. Either: for schools, academies and colleges **in England**, check data on GIAS: <https://get-information-schools.service.gov.uk/> including:
- URN
 - full official name of institution
 - address and phone number
 - name of multi academy trust/company
 - phase
 - headteacher's name
 - LA
 - number of pupils on roll

Or: **in Wales**, schools are also included on the GIAS database and their URNs can be found there. All other information, listed above, for Welsh schools, academies and colleges can be found by using My Local School: <https://mylocalschool.gov.wales/>

7. There will be no inspections under the Catholic Schools Inspectorate scheduled for the first two full working weeks of the autumn and spring terms or the last full working week of the summer term.
8. Remember that the two days' notice of inspection means that inspection can only be scheduled for Wed-Thu or Thu-Fri in a week, except for inspections that are only one day, which could be on either a Wed, Thu or Fri. In weeks where there is a Bank Holiday Monday, inspections may

Advice

only happen on Thu and Fri of the same week, as they can only be notified of inspection on the Tue of that week.

9. Check each school's website to make sure it's open on the days of inspection and on the day of phone call.

Determine team constitution

Instruction

10. **In all schools**, inspection teams will consist of, at least:

- a. one lead inspector
- b. one team inspector

11. The lead inspector should have had experience working within the phase being inspected. The following criteria for setting up a team could be fulfilled either by a single inspector or across the team.

12. The inspection team must:

- a. contain at least one inspector who has been the subject leader for religious education in a Catholic school judged good or better in religious education while they were in post.
- b. contain one inspector who is, or has been an experienced senior leader with three or more years of experience of senior leadership in a Catholic school

Advice

Inspection teams should only be made up of licensed inspectors. A register of all licensed inspectors is available from the Catholic Schools Inspectorate. Check the size of inspection teams and the length of inspections according to the table on the next page.

For most up to date definitions of 'good or better' for statutory inspections, please see Handbook 1, Appendix 2: Eligibility Criteria

13. **If a school has a sixth form**, at least one of the inspectors on the team should have had experience of working in a good or better school with a sixth form, or in a good or better Catholic sixth form college.
14. **If a school has a nursery**, at least one of the inspectors on the team should have had experience of working in a good or better Catholic school with a nursery.
15. **In a Catholic sixth form college**, at least one of the inspectors must have had experience of working in a good or better Catholic sixth form college.
16. **In a Catholic special school**, at least one of the inspectors should have had experience of working in a good or better Catholic special school.
17. **In a Catholic independent school**, at least one of the inspectors should have had experience of working in a good or better Catholic independent school.
18. **In a joint Catholic school**, at least one of the inspectors should have had experience of working in a good or better joint Catholic school.
19. **In a Religious Order school**, at least one of the inspectors should have had experience of working in a good or better Catholic religious order school.
20. **In a Welsh speaking school**, at least one of the inspectors should be Welsh speaking.
21. **In a small school**, at least one of the inspectors should have had experience of working in a school with mixed age classes.

Nurseries are only inspected if they are under the governance of the Catholic school to which they are attached.

At least one half-term in advance

Allocate lead inspectors

Instruction

22. Allocate leads to each of the inspections, considering the above criteria and the conflicts of interest list. There is an agreed protocol for commissioning inspectors not sponsored by the diocese in which the school to be inspected is situated.

23. Make sure that the lead knows the date of the inspection and the area of the diocese the school is in, but they do not know any other details (including the name of the school).

Advice

See Inspection handbook, Appendix 5: Conflicts of interest policy & procedure for further detail.

See Template 4: Protocol for cross-diocesan inspections in England and Wales

For example:

a. No later than the preceding half term, send an anonymised list of schools to be inspected to leads with suggested weeks when inspections could take place, thus ensuring a spread across the term.

b. Ask for exact dates when they are free to do the inspection. Ask each lead for at least two pairs of dates.

c. Ask for returns within a week

*d. Once leads allocations are finalised, send each lead inspector a confirmation of their inspection date, area, and ask them to confirm. **Do not** tell them the name of the school.*

Sizing the inspection teams

Instruction

24. The size of inspection teams should be commensurate with the size of the school, and would usually have the following pattern for different kinds of setting:

Primary roll	Secondary roll	Tertiary roll	All-through roll	No of lead inspectors per day	No of team inspectors per day	No of days
≤ 105	≤ 100		≤ 100	1	1	1
106-420	101-600	≤ 1200	101-600	1	1	2
	601-1200		601-1200	1	1.5	2
> 420		> 1200		1	2	2
	> 1200			1	2.5	2
			> 1200	1.5	2.5	2

Advice

1.5 inspectors per day means:

- 1 inspector for two days
- 1 inspector for one day

Allocate team inspectors

Instruction

25. Allocate Team Inspectors to each of the inspections considering the above criteria, the conflicts of interest list and team dynamic. There is an agreed protocol for commissioning inspectors not sponsored by the diocese in which the school to be inspected is situated.
26. Make sure that the team inspector knows the date of the inspection and the area of the diocese the school is in, but they do not know any other details (including the name of the school).

Advice

See Inspection handbook, Appendix 5: Conflicts of interest policy & procedure for further detail.

See Template 4: Protocol for cross-diocesan inspections in England and Wales

For example:

- a. Send list of actual dates to team inspectors – with phase and area info only.*
- b. Ask team inspectors to notify you of at least 2 inspections they could do.*
- c. Allow 1 week for reply.*
- d. Once team inspector allocations are finalised, send each team inspector a confirmation of their inspection date, area, the names of the lead and the other team inspectors and ask them to confirm. **Do not** tell them the name of the school.*

Allocate report moderation reader

Instruction

27. When identifying a report moderation reader, ensure that no conflict of interest exists between the report moderation reader and the school whose report is being quality assured.
28. Once inspectors have confirmed their allocation, send each report moderation reader a confirmation of the dates they will need to be available to do a moderation read. If the report moderation reader is anyone other than the diocesan officer who schedules inspection, **do not** tell them the name of the school.

Advice

Update plans

Instruction

29. Once all inspection teams for the term have been confirmed, update your long-term inspection plan.
30. Populate the termly tracking spreadsheet including:
 - date inspection will take place
 - name of lead inspector
 - name of report moderation reader
 - date the first draft of the report is due to be completed
(must be within 5 working days from the end of the inspection)
 - date by which report moderation and Stage Two reporting are due to be completed
(must be within 10 working days from the end of the inspection)
 - date the school is due to receive the draft report for factual accuracy checking
(the school is to be given until the end of the next working day to respond)
 - date by which the final report must be approved for publication
(to be within 15 working days from the end of the inspection. This is a non-negotiable legal requirement for maintained schools and academies)

Advice

Template 03 Report tracking spreadsheet

Inspection process

Tick	When	Task
☐	10 working days in advance	Notify inspectors
☐	2 working days in advance	Notify school & greenlight
☐		Inform the report moderation reader & stakeholders

Ten working days in advance

Notify inspectors

Instruction

31. Ensure the lead and team inspectors have been notified of the inspection and have access to:
- The diocesan specific Bishops' requirements (or promulgated directives when available) with a note that confirms compliance or otherwise with these requirements for the school being inspected.
 - Inspection evaluation schedule.
 - school data.
 - copy of the report from the inspection under the Catholic Schools Inspectorate of its predecessor inspection.
 - copy of the most recent statutory inspection report.

Advice

Two working days in advance

Notify school and inspector

Instruction

32. The inspection coordinator arranges for the school to be phoned as early as possible. Only speak directly to the head. Do not leave a message but ask for a convenient time to phone back if the head is unavailable. If the head is genuinely unavailable, then speak to the most senior person in school. All deferral requests and their outcomes must be recorded using Template 06: *Record of deferral and pause requests* and submitted to the Catholic Schools Inspectorate using the online form. The current link to this and all other Catholic Schools Inspectorate online forms can be found in Template 08: *Catholic Schools Inspectorate online forms*. When a school has a head of school and an executive headteacher, the most senior person available should be informed. If this is not the executive head of the school, then arrangements should be made to inform them also.

Advice

Please ensure that all deferral considerations comply with Appendices 6.1 and 6.2 in the inspection handbook.

In the case of a school in Religious Order trusteeship, the superior or their nominee should be notified that an inspection is taking place in one of their schools at the same time as the head teacher. The initial contact should be a phone-call in the first instance, followed by an e-mail (Template 03.3).

See Template 03.2 Checklist for inspecting Religious Order schools *and* Template 03.3 Notification to the Superior for a school in Religious Order trusteeship *from the Inspection handbook templates*

33. During this initial contact, the headteacher is told the name of the lead and team inspectors and that Catholic Schools Inspectorate coordinator will now contact the lead who will ring school later.
34. A convenient time for the lead and headteacher to speak at length should be established at this point or during an initial communication between the lead and the headteacher.
35. If the Catholic Schools Inspectorate coordinator has undertaken the initial notification call, they must call the lead inspector to greenlight the inspection. It is permissible to leave a message, but the lead **must** confirm that they have received it. At this point, the line of communication with the school is handed over to the lead. However, it is important for the Catholic Schools Inspectorate coordinator to be available for advice.

Inform the report moderation reader & stakeholders

Instruction

36. Inform the assigned report moderation reader of details of the school being inspected, the name and contact details of the inspector, the date they should receive the inspector's draft version of the report and the date the report moderation reader's draft report should be received by the diocese.
37. At this point an email should be sent to all advisers or members of the education department informing them about which school is being inspected.

Advice

Pause requests

Instruction

38. In exceptional circumstances, and only for very serious reasons (see *Appendix 6.1: Deferral and pause policy* in the *Inspection Handbook*), a request may be made to pause the inspection. The request may come from the school or the inspection team. Please refer to *Template 05: Responding to a request to pause an inspection*, to help you to make an appropriate decision in each case.

All pause requests and their outcomes must be recorded using *Template 06: Record of deferral and pause requests* and submitted to the Catholic Schools Inspectorate using the online form. The current link can be found in *Template 08: Catholic Schools Inspectorate online forms*.

39. At this point an email should be sent to all advisers or members of the education department informing them about which school is being inspected.

Advice

See *Template 05: Responding to a request to pause an inspection*.

See *Template 06: Record of deferral and pause requests*

Post-inspection process

Tick	When	Task
☐	Within five working days after the inspection	First draft complete
☐	Within 10 working days after the inspection	Report moderation complete and Stage Two submitted
☐	In the third working week following inspection	Final review and factual accuracy check by the school
☐	Within 15 working days after the inspection	Publish final report
☐	Post report publication	Website, invoice and expenses
☐		Send Post-Inspection Survey to schools
☐		CES grant claim

Within five working days after the inspection

First draft complete

Instruction

40. The lead inspector must complete the first draft of the report within five working days of the end of the inspection. Where the Stage One electronic drafting process is used, the lead inspector and Catholic Schools Inspectorate coordinator will have access to the shared drafting document. Where the Word version of the report template is used, the lead inspector should send the completed first draft in accordance with the arrangements determined by the diocese.
41. The report should be made available to the allocated report moderation reader, who should work with the lead inspector to make any necessary amendments or corrections.
42. The report may pass between the lead inspector and report moderation reader as necessary until the drafting and moderation process is complete.

Advice

Where the Word version of the report template is used, ensure that the report is named according to the specified naming convention (see Template 10.1 of the Inspection Handbook).

Within ten working days after the inspection

Report moderation and Stage Two reporting

Instruction

43. The report moderation reader should make any necessary amendments or corrections in liaison with the lead inspector. The Catholic Schools Inspectorate coordinator has final responsibility for the report.
44. The report moderation process must be completed within ten working days of the end of the inspection. Once drafting and report moderation are complete, Stage Two of the electronic reporting process must be completed. Either the lead inspector or the Catholic Schools Inspectorate coordinator may complete the Stage Two Complete Report Form.

Advice

A detailed report moderation reader checklist can be found in Handbook 3: Quality Assurance

45. Before submitting the Stage Two Complete Report Form, ensure that the agreed report and all inspection information have been entered fully and accurately.

Stage Two is mandatory for all inspections, irrespective of whether the Stage One electronic drafting process or the Word report template has been used. Only one Stage Two Complete Report Form should be submitted for each inspection. If an error is identified after Stage Two has been submitted, do not submit another form; make the correction through the Inspectorate Portal or contact the Catholic Schools Inspectorate for assistance where necessary.

Third working week after the inspection

Final review and factual accuracy check

Instruction

46. Following submission of Stage Two, the report will appear in the Review section of the Inspectorate Portal. The Catholic Schools Inspectorate coordinator should review the report and check that all school and inspection details are correct. Where necessary, school details should be updated in the central database. The coordinator should also check that the required details of the previous inspection are present and, where they are not already held within the system, enter them before proceeding.
47. When the report is ready for factual checking, the Catholic Schools Inspectorate coordinator should generate the draft report through the Inspectorate Portal and send the resulting PDF to the school and, in the case of a Religious Order school, the Religious Order superior or their nominee. The school has until the end of the next working day to communicate any factual inaccuracies to the coordinator. The draft report must remain confidential. The school should

Advice

Draft letter for despatch is available

communicate only with the coordinator and not with the inspection team. The coordinator should liaise with the lead inspector where necessary in considering the school's comments and make any agreed corrections through the Inspectorate Portal. A further draft may be generated where necessary.

48. Before approving publication, the Catholic Schools Inspectorate coordinator must check that the factual accuracy process has been completed and that the report and all school and inspection information are complete and accurate. The report must be approved for publication through the Inspectorate Portal within 15 working days of the end of the inspection. Once approved, the final report will be generated by the electronic reporting system, published on the CES website and sent electronically to the school and the diocese.
49. The diocese should ensure that the final report is also provided to the chair of the governing board and, where applicable, the Religious Order superior or their nominee and the CEO of the multi-academy trust.
50. Contact lead inspector with instructions regarding submitting invoices to pass to team inspectors.
51. At the discretion of the diocese, it could also be sent to:
 - arch/bishop
 - advisor/diocesan education service
 - local authority

Draft letters for despatch are available

Post report publication

Website, invoices, and expenses

Instruction

52. The school must upload a copy of the report to their website, and distribute it to parents, **within five working days of receiving it**. A diocesan officer must check that the school is compliant with this requirement; if it is not, then the Catholic Schools Inspectorate coordinator must follow this up.
53. The final report will be published centrally on the CES website. Dioceses may provide a link to the centrally published report rather than hosting a separate copy on their own website.
54. The policy and procedures for the payment of inspectors' fees and expenses will be set out by the CES but administered locally.
55. The school should be sent a link to complete a post-inspection evaluation (PIE-S). The current link can be found in Template 08: *Catholic Schools Inspectorate online forms*. The submitted form will automatically be logged with both the Catholic Schools Inspectorate and the diocese. The response to this will be communicated to inspectors and used in monitoring and moderation of inspectors. For this reason, it is important that schools are encouraged return the post-inspection surveys and should be reminded to do so if they forget. The template can be found in the Inspection Templates section on the website (Template 14.1).
56. In addition, a link to complete a post-inspection evaluation for inspectors (PIE-I) should be sent to lead inspectors and members of the inspection team. The current link can be found in Template 08: *Catholic Schools Inspectorate online forms*. Inspectors should always be invited to submit an evaluation but should not feel under any obligation to always make a submission. Such surveys are more helpful with new inspectors or when inspectors have led teams for the first time. A template can be found that indicates the content of this online survey in the

Advice

This is set out in the legal advice note from the CES: Catholic Schools Inspectorate: Employment Status of Licensed Inspectors – Guidance for Dioceses and Model Documents

Inspection Templates section on the website (Template 14.2) along with instructions on issuing both kinds of survey as a Microsoft Word or Google form (Template 14.3).

DfE grant claim

Instruction

57. The CES, on behalf of the Catholic Schools Inspectorate will send an Excel spreadsheet to Catholic Schools Inspectorate coordinators regarding the DfE grant allocation for completion at the end of each term.
58. Send completed form back attaching all the published reports.
59. Only claim for schools with the normal cycle of five years after the year of their last inspection or three years if less than good.
60. Include information and reports from independent schools, specials and sixth form colleges but separately as there is no grant payable for these.
61. The CES will send authorised spreadsheet back to Catholic Schools Inspectorate coordinator for records and sends the money to the relevant diocesan finance department.

Advice

Eileen Williams at the CES is providing administrative support for the Catholic Schools Inspectorate:
ewilliams@catholiceducation.org.uk

In the event of a complaint

Tick	When	Task
☐	No later than five working days after the concern was first raised during the inspection	Receive formal written complaint
☐	On receipt of the formal complaint	Appoint an investigating officer
☐		Begin the online <i>Diocesan Complaint Log</i> (Template 07: Diocesan Complaint Log – Fill in form) and save the response for editing
☐	During the investigation	Investigate the complaint
☐		Investigator to complete Handbook 2, <i>Template 13.1 Investigating Officer's Record</i>
☐	Within 30 working days	Send the diocese's written response to the complainant
☐		Update the online <i>Template 07 Diocesan Complaint Log</i>
☐	Within 3 months of the complainant receiving the written response, if requested.	Arrange for the responsible person to review the complaint investigation
☐		Responsible person carries out the review
☐		Inform the school of the outcome of the review
☐		Update the online <i>Template 07 Diocesan Complaint Log</i>

Instruction

62. Where a formal written complaint is received about an inspection, check that it has been made no later than five working days after the concern was first raised during the inspection. The complaint should be precise about whether it concerns the inspection process or the conduct of the inspector and should include evidence to substantiate the complaint. Follow the complaints procedure set out in Appendix 8.1 of the Inspection Handbook.
63. On receipt of a formal complaint, appoint an investigating officer. The investigating officer must be an appropriate competent person and a licensed inspector for the Catholic Schools Inspectorate. They must not have been directly involved in the inspection that is the subject of the complaint. When making the appointment, be mindful not to appoint a diocesan officer who would be likely to act as the responsible person should the complainant subsequently request a review of the case.
64. On receipt of the complaint, begin the online *Diocesan Complaint Log* (Template 07). Complete the Complaint Details section, select 'Complaint received – investigation not yet complete', and submit the form. The current link can also be found in Template 08: *Catholic Schools Inspectorate online forms*. The first time the complaint is submitted, select '**Save my response to edit**' on the confirmation screen. This is necessary so that the same complaint record can be updated as the complaint progresses.
65. The investigating officer should communicate with the complainant by telephone to clarify the exact nature of the complaint and then investigate the complaint using the inspectors' evidence from the inspection, evidence from the draft report and feedback from the inspection team. The investigating officer should complete *Inspection Handbook Template 13.1: Investigating Officer's Record*. The completed record should be retained by the diocese.

Advice

Concerns should normally have been raised with the lead inspector during the inspection.

NB. Beginning the online log constitutes notification to the Catholic Schools Inspectorate that a formal complaint has been received. Instructions for reopening and updating a complaint record are provided at the beginning of Template 07.

Template 13.1 is the detailed working record of the investigation and informs the diocese's response to the complainant.

- | | |
|---|---|
| <p>66. The diocese must provide the complainant with a written response informing them of the outcome of the complaint, normally within 30 working days of the diocese receiving the complaint. When the investigation is complete, reopen the existing <i>Diocesan Complaint Log</i> (Template 07), change the status to 'Investigation complete', complete the Investigation and CSI Recommendations sections, and resubmit the form. Where one or more aspects of the complaint are upheld, follow the procedure set out in Appendix 9 of the Inspection Handbook: <i>Upheld complaints procedure</i>.</p> | <p><i>To reopen a complaint record, sign in to Microsoft Forms using the same account used to submit the original response and open Filled Forms. Responses are identified by submission date. Check the school name and URN after opening a response to ensure that the correct complaint record has been selected.</i></p> |
| <p>67. Where the complainant remains unhappy with the way in which their complaint has been investigated, they may ask the responsible person in the diocese to review the case. The request must be made within three months of the complainant receiving the written response. The responsible person should not have been directly involved in either the inspection or the investigation of the complaint.</p> | <p><i>The responsible person cannot change the outcome of the complaint but may make recommendations to the CSI coordinator and, where required, to the Catholic Schools Inspectorate.</i></p> |
| <p>68. Where a diocesan review is requested, reopen the existing <i>Diocesan Complaint Log</i> (Template 07), select 'Yes' to the diocesan review question and complete the Diocesan Review section.</p> | <p><i>Do not begin a new complaint log. The same online response should be updated throughout the complaint process. Access the existing record through Filled Forms as described in paragraph 65</i></p> |