

SECTION 48 INSPECTION PROTOCOL IN CHURCH OF ENGLAND SCHOOLS IN THE DIOCESE OF LONDON

Introduction

- 1. This document is intended to provide headteachers, staff, governors (and Foundation governors in particular), denominational inspectors and diocesan staff with an overview of the Section 48 inspection process and procedures. It is not exhaustive and will not answer every question that may arise. Schools are recommended to contact their attached LDBS adviser in the first instance or the designated LDBS adviser who has responsibility for the oversight of the S.48 inspection system. Leanne Gowar is the administrative assistant who is able to deal with enquiries about the day to day management of inspections (leanne.gowar@london.anglican.org 020 7932 1159).
- 2. The information contained in this briefing is correct as at April 2010 and, in case of doubt, schools are advised to check that details are still current. Where changes are made schools will be informed via the LDBS Schools Bulletin, by email or by fax.

Preparatory work by LDBS

- 1. Prior to each term the Diocesan Director of Education (DDE) is informed by the National Society of the Ofsted (Section 5) inspections that will take place during the forthcoming term together with dates. **This information remains confidential to the DDE**. In the case of the very small number of schools which have requested that Ofsted and S.48 inspections take place concurrently that information will be used to book S.48 inspectors. The inspectors will not be given any details of the school or the exact dates until Ofsted announces the inspection to the school. Prior details of inspections are not released to LDBS and diocesan staff, schools, governors, parents or local authorities.
- 2. The Regional Inspection Service Provider (RISP), Tribal, informs LDBS as soon as a school has been informed that it is to be inspected. Schools normally have 48 hours notice of the inspection.
- 3. Once the Ofsted inspection is completed the LDBS administrative assistant will contact the school to discuss a suitable date for the S.48 inspection. The S.48 inspection should be carried out within six weeks of the Ofsted inspection. For primary schools the S.48 inspection will be conducted usually over one day and

- for secondary schools over two. Once the date has been agreed by the school the appointed inspector will contact the school (see below).
- 4. S.48 inspectors appointed by LDBS are on the approved list of the National Society. In accordance with the National Society protocol, inspectors appointed to conduct S.48 inspections must have had no contact with the school that would compromise their objectivity in inspecting in accordance with the S.48 Framework for Inspection. The Board of LDBS requires S.48 inspectors to:
 - Be qualified teachers
 - Hold or have held senior leadership positions in schools, e.g. headteacher, deputy, head of department
 - Have significant experience of the phase being inspected

Prior to the inspection

- 1. Once the arrangements for the inspection have been confirmed the S.48 inspector will contact the headteacher as soon as possible to introduce him/herself. This telephone conversation will be about inspection arrangements, documents required in school and when the completed Toolkit (or other self evaluation materials) will be required by the inspector. This will be at least one week prior to the date of the inspection.
- 2. A week prior to the inspection the inspector will either
 - Arrange a telephone appointment for further discussion of key issues that have arisen as a result of reviewing the Toolkit (or other self-evaluation materials) and discuss the timetable for the inspection; or
 - E-mail a short letter stating the key issues (the pre-inspection briefing) including the likely timetable for the day and any particular documentation required during the inspection.
- 3. Subject to agreement with the school, the inspector may arrange a pre-visit to finalise arrangements but this may not always be possible.
- 4. The inspector will also inform the school of the people s/he wishes to interview, e.g. headteacher, chair of governors, Foundation governors, incumbent, RE and worship co-ordinators/leaders together with groups of children/students as appropriate.
- 5. The S.48 inspector should ask only for the school's self-evaluation documentation, the previous denominational report (key issues for action) and the recent Ofsted Section 5 report in advance of the inspection, unless the school wishes to send additional material.
- 6. The inspector will complete the pre-inspection briefing (PIB) setting out hypotheses derived from the school's self-evaluation and identifying 'trails' that

will be followed during the inspection. This should be shared with the headteacher before the inspection (in line with the S.48 Framework and with Ofsted practice).

7. LDBS will arrange for the issuing of the contract for the inspection and will ensure that the chair of governors and the inspector are given signed copies.

The inspection itself

- 1. The inspection takes place on the date(s) agreed between the school and the S.48 inspector. The school will have ensured that the agreed timetable is in place, that the requested interviewees are available and that any further documentation/information requested by the inspector is available.
- 2. At the end of the inspection the inspector will give a brief verbal feedback on the provisional findings and judgements. This will be given confidentially to the headteacher who may invite the chair, Foundation governors, deputy head and/or senior leadership team to attend. Responses to the findings and judgements may be discussed at this feedback meeting.

Writing the SIAS report

- 1. The inspector will draft the S.48 inspection report and complete the Judgement Recording Form (JRF) and return it to the designated LDBS adviser responsible for the critical reading of reports usually within five working days of the inspection. The report and the JRF should be in the LDBS format.
- 2. The designated adviser will feed back to the inspector by e-mail or telephone within five working days of the receipt of the draft report. Each report must be agreed with LDBS, via the designated adviser, before it can be sent to the school. Once the report has been agreed, the LDBS administrative assistant will e-mail it to the school. NatSoc will not release the inspection fee to the inspector unless the report has been approved by the LDBS acting as an agent of the diocese.
- 3. The draft report will be written in 11 point Arial using the NatSoc report format and will be e-mailed to the headteacher for factual checking. The report will be returned to the inspector if any factual emendation is required.

Publication of the report

 The S.48 report should be received by the school within three working weeks of the inspection at the most. The school will publish the report to parents and governors.

- 2. An e-mail copy of the report will be sent by LDBS to the National Society for uploading on to the inspections section of the NatSoc website. Copies are sent to the appropriate area bishop and to the relevant LDBS adviser.
- 3. The LDBS Education Committee reviews regularly all the Ofsted and S.48 inspection reports and the chair writes to schools following this review. Where appropriate, LDBS advisers will offer focused support to schools.
- 4. The S.48 reports will contribute to an annual report on inspections of schools in the diocese which will be compiled for the LDBS Education Committee and the Board. The report will identify, *inter alia*, strengths and areas for development arising from inspections.

After the inspection

- 1. The National Society will pay the S.48 inspector directly following the receipt of the agreed report and the claim submitted by the LDBS. (Special arrangements apply to those inspectors who are directly contracted by the LDBS).
- 2. The current fees for S.48 inspections are:

Secondary schools: Voluntary Aided £1000

Voluntary Controlled £450

• Primary Schools: Voluntary Aided £550

Voluntary Controlled £450

- 3. An evaluation form is sent by LDBS to the school inviting comments on the quality of the inspection. Any significant issue will be fed back to the inspector subject to the school's agreement.
- 4. Where there is significant disagreement between the inspector and the school over judgements or the conduct of the inspection this should be initially dealt with by the inspector and school. Where resolution is not possible the designated LDBS adviser will provide advice and mediation. If the issue cannot be settled at the diocesan level then it will be referred to the National Society in accordance with their inspection protocols.
- 5. It is important that inspectors retain inspection evidence and other pertinent notes for at least six months in the event that there is an appeal by a school.

School improvement following a S.48 inspection

 Following a denominational inspection it is expected that the headteacher and Foundation governors will work with staff to draw up an action plan. This will be incorporated into the school improvement plan/ school development plan and will contribute to the Toolkit self-evaluation. LDBS advisers will offer support to schools in achieving the action plan.

- 2. LDBS advisers will also support schools in addressing issues noted in the 'Focus for development' section of the S.48 report
- 3. Should a school be judged to be 'Inadequate', the Diocesan Director of Education will issue a Notice to Improve. An action plan will be drawn up, in conjunction with the LDBS, to enable the school to improve as soon as possible. Advisory support and monitoring procedures will be put in place and progress will be monitored by the appropriate LDBS adviser.

Continuing professional development of S.48 inspectors

- 1. The LDBS is committed to the induction and continuing professional development (CPD) of all the S.48 inspectors who undertake inspections in the diocese. The LDBS will also support those who wish to become S.48 inspectors, and for whom London is the 'home' diocese, subject to them meeting the LDBS criteria.
- 2. As one of the requirements of registration with the National Society, S.48 inspectors are required to undertake a minimum of two days inspection training each year. One of these is provided by NatSoc, is concerned with a national issue and is offered at various locations. The other day is provided by LDBS, frequently in conjunction with Southwark DBE, and addresses issues relevant to London schools or matters raised by inspectors.
- 3. S.48 inspectors are required to keep a record of inspections conducted and training attended. This will be requested annually and will be available to NatSoc.
- 4. The National Society publishes a regular *Update* on its website which contains details of the latest S.48 developments.

Inspection documentation

Copies of all the necessary documentation, together with the NatSoc self-evaluation Toolkit, are all available to download from the NatSoc website – www.natsoc.org.uk – together with copies of published S.48 reports.

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