

September 2024, v3.0 & v3.1 Change log

Handbook 1

- Name **changed** to 'Appointment and Management of Inspectors
- Paragraph 5 **updated** to reflect the new name and structure of the handbook
- Paragraph 8 **added** to indicate what the second section of the handbook will now cover. All subsequent paragraphs renumbered.
- Paragraph 9, stage 6 **updated** to remove the reference to September 2023. Paragraph now reads:

All newly licensed inspectors must successfully complete at least one shadow inspection before being commissioned as an inspector.

- Paragraph 16 **updated** to include reference to CEO as well as chair of directors as an appropriate referee for a serving head teacher.
- Paragraph 37 **updated** to make clear what inspectors who are shadowing inspections should and should not do during inspection:

An inspector who is shadowing should be included in the team from the beginning by:

- Taking part in a wide variety of inspection activities, for example, accompanying a member of the team, including meetings with the head and leadership team, governors, pupils.
- Being present for team discussions, including asking questions for clarification.
- Completing practice evidence forms.

An inspector who is shadowing must not:

- Undertake inspection activities alone.
- Be part of the decision-making process, although they would be there to observe it.
- Submit their evidence forms as part of the evidence base, although these should be part of the QA of evidence forms process during the inspection so that the new inspectors can improve in writing evaluative evidence forms.

- Part Two of handbook **added** to cover the ongoing management of inspectors.
- Paragraph 43 **added** to make clear the requirement to remind inspectors to submit their Inspector Annual Confirmation Form.
- Paragraph 44 and 45 **added** to clarify what is required for ongoing eligibility.
- Paragraph 46 **added** to cover legitimate leaves of absence.

- Template 3: Application Form **updated** to include the following questions:
 - Have you applied to any other dioceses to sponsor you to inspect?
 - To which other dioceses have you applied to sponsor you to inspect?
- Paragraphs 47-55 **added** on tackling underperformance of inspectors. Moved from the QA handbook

Handbook 2

- Paragraph 8 **updated** to clarify confidentiality requirements
- Paragraph 11 **updated** to ensure consistency with the Admin Guidance document in relation to confidentiality around the scheduling of inspections.
- Paragraph 12 **updated** changing 'last working week' to 'last full working week'. Inspections are not to be scheduled in the last full working week of a school term.
- Paragraph 14 **updated** to make it consistent with eligibility criteria.
- Paragraph 15 **updated**. To include the following: 'In a small school, at least one of the inspectors should have had experience of working in a school with mixed age classes.'
- Paragraph 17 on notification to the school **updated** to make it consistent with the admin guidance. It makes explicit the acceptability of a video call as well as a phonecall. **Added** deadline for self-evaluation form submission.
- Paragraph 18 **updated** to make responsibilities of lead and team inspectors clearer
- Paragraph 19, **updated** to include clarification about which pre-inspection information is needed, including reference to the requirement on diocese to share compliance status of the school with the inspection team and reference to social media **added**.
- Paragraph 22 **updated** to stress the importance of good pre-inspection records in the event of unexpected inspector absence.
- Paragraph 24 **updated** to include reference to KITs and HUMs and to include reference to paragraph 58, that qualifies the usual expectation that discussion with pupils will not include other adults.
- Paragraph 27 **updated** and expanded to include the role of inspectors who are shadowing and the inspection team prayer.
- Paragraph 28 **updated** with a reference to KIT meetings **added** and the function of EFs at these meetings.
- Paragraph 36 **updated** to include reference to the new EF QA Checklist for Lead Inspectors and 'should' changed to 'must'
- Paragraph 37 **updated** to include reference to the inspectors' role in relation to a school's compliance with diocesan requirements.

- Paragraph 38 footnote **added** to clarify timescales for RED implementation in primary and secondary schools. Sentence which repeats reference to diocesan requirements removed.
- Paragraph 53 **updated** to clarify the distinction between headteacher update meetings and headteacher discussions as evidence-gathering activities.
- Paragraph 62 **added** in relation to discussions with staff:

As well as feedback and conversations following observations, it may be that lines of enquiry prompt the need for formal discussions with other members of staff or particular groups of staff (e.g. early career teachers, those new to the school). Trust employees who have a role in the day-to-day operational life of the school, even if they have responsibilities at other schools, should be treated as members of staff for the purpose of inspection. Other trust employees whose role is strategic and not school based (e.g. CEOs) would only be included in the strategic governance level of evidence gathering.

All subsequent paragraphs renumbered

- Paragraph 63 (62) **updated** to use the language of 'headteacher update meetings' and sentences reordered to improve clarity. 'Should' changed to 'must' in reference to checking that the school is happy with the conduct of the inspection.
- Paragraph 64 (63) **updated** to remove reference to 'a draft report' which should not have been written at this point in the process
- Paragraph 66 (67) **updated** to place feedback on compliance at the beginning of final feedback on inspection outcomes.
- Paragraph 70 (69) **updated** to improve naming conventions of files and to clarify date forms at the top of reports.
- Paragraph 72 (71) **updated** to make it consistent with the Admin guidance in relation to timescales for QAing the report.
- Paragraph 75 (74) **updated** to include the importance of discretely referencing nurseries and sixth forms for schools that have them.
- Paragraph 82 (81) **updated** to make the compliance requirements clearer, especially in relation to responding to areas for improvement. Footnote **added** to make language around requirements and directives consistent in all handbooks.
- Paragraph 86 (85) **updated**. Language changed from 'curriculum requirements' to 'general norms for religious education' in the first compliance test. Footnote 8 **updated** to refer to the correct edition of the directory. Footnote 9 **updated** to point towards the move to formally promulgated directives in due course.
- Paragraph 117 (116), first bullet of grade 3 descriptor for pupil response **updated** to more accurately reflect the language of the PLD: 'participate' changed to 'respond'.
- Paragraph 121 (120), fifth bullet of grade 1 descriptor for provision **updated** to more accurately reflect the language of the PLD: 'participating' changed to 'engaging'.

- Paragraph 121 (120), fifth bullet of grade 2 descriptor for provision **updated** to more accurately reflect the language of the PLD: 'participating' changed to 'engaging'.
- Paragraph 121 (120), fifth bullet of grade 3 descriptor for provision **updated** to more accurately reflect the language of the PLD: 'participating' changed to 'engaging'.
- Paragraph 121 (120), fifth bullet of grade 4 descriptor for provision **updated** to more accurately reflect the language of the PLD: 'participate' changed to 'engage'.
- Paragraph 165 (164) **updated** to correct factual inaccuracies around the establishment of the Gaudete Trust.
- Appendix 10, paragraph 42, **updated** to give more nuanced guidance on the use of children/pupils/learners. Glossary **updated** to make it consistent with the more nuanced guide.
- Appendix 10 **updated** to refer to 'headteacher' not 'head teacher' and 'head teacher' **updated** to 'headteacher' in all handbooks.
- Appendix 11.1 **updated** to reflect the new definition of safeguarding numbered included in the update of *Keeping children safe in education*, published on 3 September 2024. **[N.B. this is the sole difference in all CSI documentation between v3.0 and v3.1]**
- Template 03 Pre-inspection checklist **updated** to clarify expectations around the length of inspection days, including reference to greater flexibility for the inspection of small schools. Row **added** to make reference to compliance, and the responsibility for determining it, clearer. Deadline for document submission **added**.
- Template 07.4 **added**: EF QA checklist for lead inspectors.
- Template 09.1 **added**: End of Day 1 headteacher update meeting feedback. Template 09 name **updated** to Template 09.2
- Template 09.2 (09) **updated** to place compliance at the beginning of the feedback on judgements.

2.1 CSI Comparative grade descriptors

- CW1.1 updated to match handbook: 'participate' changed to 'respond'
- CW2.5 updated to match handbook: 'participate/ing' changed to 'engage/ing'

3. QA handbook

- Paragraph 14 added to make clear the proportion of inspections that are subject to a QA visit. All subsequent paragraphs renumbered.
- Paragraph 32 (31) updated to make it consistent with the Admin guidance document in relation to QA readers.
- Paragraphs 35-43 moved to handbook 1.

Admin guidance

- Paragraph 6 updated, changing 'last working week' to 'last full working week'. Inspections are not to be scheduled in the last full working week of a school term.
- Paragraph 19 added: 'In a small school, at least one of the inspectors should have had experience of working in a school with mixed age classes.' All subsequent paragraphs renumbered.
- Paragraph 26 updated to make it consistent with confidentiality policies elsewhere in the handbooks.
- Paragraph 29 updated to make language around directives consistent in all handbooks.
- Paragraph 50 added in reference to PIS for school to make it consistent with the inspection handbook. Checklist updated to reflect this and all subsequent paragraphs renumbered.