

Diocese of
Westminster



DIOCESAN FRAMEWORK FOR INSPECTION

January 2015

Contents

Introduction: The purpose of Diocesan Inspection	3
The purpose of diocesan inspection The canonical and statutory requirements for inspection	
Part A: The context of Diocesan Inspection	5
<i>This section identifies the various roles and responsibilities in Diocesan inspection</i>	
Diocesan roles and responsibilities in schools and colleges The scope of this inspection framework	
Part B: The School Inspection system	7
<i>This section sets out the principles of inspection, provides information about the timing and frequency of inspection and the role of inspectors</i>	
The principles of inspection The timing of inspections The relationship between school self-review and inspection Inspection grades and judgements	
Part C: The Focus of Inspection	10
<i>This section identifies the key features of Diocesan Inspection</i>	
The key features of diocesan inspection <ul style="list-style-type: none">• Classroom religious education• The Catholic life of the school	
Part D: The process of Inspection	11
<i>This section explains how inspections are carried out</i>	
What happens before the inspection? What happens during the inspection? What happens after the inspection?	
Part E: Complaints Procedure	15

Introduction

The Purpose of Diocesan Inspection

1. The purpose of inspection is to report to and advise the Archbishop on the quality of classroom religious education and the Catholic life of the school. Inspection also provides an opportunity to inform parents and the wider Catholic community on the quality of religious education and the school's efficacy as a Catholic community.
2. Inspection provides an opportunity to support, challenge, evaluate and promote the work of Catholic schools and colleges. It also assists schools and colleges in the work of self-evaluation and improvement, and enables the Diocese to celebrate with schools their sense of identity and their strengths as Catholic schools. Diocesan inspection also provides parents and carers with an assessment of how well a school is performing as a Catholic school.

The canonical and statutory requirements for Inspection

3. In the organisation of the Church, the Bishop is the 'first teacher' in the diocese with responsibility for the formation and education of his people, with particular responsibilities in schools.

Canon 804:1 The formation and education in the catholic religion provided in any school* ...is subject to the authority of the Church.

Canon 803:3 No school*, even if it is in fact catholic, may bear the title 'catholic school' except by the consent of the competent ecclesiastical authority.

Canon 806:1 The diocesan bishop has the right to watch over and inspect the catholic schools* situated in his territory, even those established or directed by members of religious institutes.

** "school" in this context includes sixth-form colleges.*

4. Where a maintained school or academy has been determined by the Secretary of State to have a religious character, (Schools Standards and Framework Act 1998 or Academies Act 2010) denominational religious education and the content of collective worship may not be inspected by Ofsted in accordance with section 5 of the Education Act 2005, but must be inspected in accordance with section 48 (denominational inspection). These arrangements are directly descended from the arrangements agreed in 1848 to ensure the primacy of Episcopal inspection of Religious Education and Worship in Catholic schools and the exclusion of the State from that arena.

Where section 48 is applied, the Governing Body (or Academy Trust) is required to consult the Diocese about arrangements for section 48 inspections. This is to facilitate the appointment of the diocesan inspector(s) as the section 48 inspector(s), thus avoiding the need for two separate inspections of denominational education. Independent schools and non-maintained special schools are subject to diocesan canonical inspections in relation to religious education and the Catholic life of the school under this framework.

There are special national arrangements in place with Ofsted in relation to sixth-form colleges. However, sixth-form colleges may also be subject to inspection under the full Diocesan Framework.

“Inspection provides an opportunity to support, challenge, evaluate and promote the work of Catholic schools and colleges. It also... enables the Diocese to celebrate with schools their sense of identity and their strengths as Catholic schools.”

(Diocesan Framework for Inspection, 1)

Part A: The Context of Diocesan Inspection

Diocesan roles and responsibilities for schools and colleges

The Diocesan Bishop

5. The nature and identity of Catholic schools and colleges are under the authority of the Bishop, who has both canonical and statutory rights and responsibilities with regard to them. The Bishop has the right to inspect all aspects of education in a Catholic school.

The Education Commission

6. The Education Commission has been appointed by the Archbishop of Westminster to carry out his responsibility to set policy in educational matters, and to be responsible for the Westminster Education Service which serves all Catholic schools and colleges in his Diocese. The Director of Education is directly accountable to the Commission.

For schools in the trusteeship of the Diocese, the Chair of the Education Commission normally appoints foundation governors in the name of the Archbishop. Foundation Governors form the majority of governors on a governing body of a maintained Catholic school, and have the responsibility of representing the Bishop in his role as teacher and leader in the Diocese.

Diocesan Inspectors

7. Diocesan inspectors are selected, trained and appointed by the Westminster Education Service on behalf of, and in the name of, the Archbishop.

Diocesan Advisers

8. Diocesan advisers are members of the Westminster Education Service. They are delegated by the Archbishop to assist him to carry out his role to oversee Catholic education in his Diocese. They assist schools in developing religious education programmes in accordance with the 'Religious Education Curriculum Directory for Catholic Schools', promulgated by the Bishops' Conference of England and Wales. They also assist the Archbishop in the appointment of head teachers, deputy heads, subject leaders and teachers of religious education and chaplains. On behalf of him they visit schools to review and monitor classroom religious education and support the Catholic life of the school.

An important function of the Westminster Education Service is to support schools in their preparation for Diocesan inspection and subsequently advise and assist with issues arising from the inspection.

Governing Bodies

9. Foundation Governors appointed by the Archbishop, or the relevant religious superior in schools owned by a religious order, are in the majority on the governing bodies of Catholic schools and colleges. They have a duty to uphold the identity of the school as a Catholic Community and to ensure that classroom religious education is taught in accordance with the teachings, doctrines, discipline and general and particular norms of the Catholic Church. They have the legal duty to run the school in accordance with the terms of its Trust Deed.

Diocesan Chief Inspector of Schools

10. The Chief Inspector is appointed by the Diocesan Education Commission to ensure that the diocesan inspection process is suitable to the needs of diocesan schools and colleges, and provides the Archbishop with a clear and rigorous annual report on the state and quality of Catholic schools in the Diocese.

The Chief Inspector is responsible to the Director of Education for the inspection process, the appointment and training of inspectors and the annual report to the Diocesan Education Commission.

The scope of this inspection framework

11. This framework sets out the general principles and process which underpin diocesan inspection. They are supplemented by additional directives and guidance regarding all aspects of diocesan inspection. (Inspectors' Handbook)

Part B: The School Inspection System

The Principles of Inspection

12. Diocesan inspection fulfils both the canonical and statutory responsibilities of each Bishop with regard to all schools and colleges in his Diocese.
- Diocesan school inspection seeks to celebrate, support and promote an authentic Catholic vision of education. This education inspires and enables the development of children and young people within the context of a real partnership between home, school and parish.
 - It works to ensure that all schools and colleges accept the privileges and responsibilities of being Catholic schools in the Diocese and work together to build a diocesan community of schools, united in a common purpose. The inspection focus also works to make secure and accurate judgements on standards.

The timing of Inspections

13. Diocesan inspections operate under a diocesan schedule.
- A school may be subject to further inspection within a twelve month period outside the normal schedule if serious concerns have been identified.

The relationship between school self-review and inspection

14. Self-evaluation is now a well-established activity in schools and provides the basis for their planning, development and improvement. Diocesan inspection takes account of and contributes to a school's self-evaluation. Using diocesan criteria, schools may develop their own self-evaluation process.
- The Diocesan SEF (self-evaluation form) provides schools with a structure for the reflection on and evaluation of their performance and progress in religious education and the Catholic life of the school.
- The diocesan inspector will evaluate the accuracy of the school's self-evaluation, which is a good indicator of the school's self-knowledge and its capacity to improve. It also enables the Diocese to celebrate with a school their sense of identity and strength as a Catholic school.
- The Diocesan SEF (or equivalent, using diocesan criteria) will be used by the diocesan inspector to plan the course of the inspection. It will form the basis for discussion with the school's leadership, subject leader of religious education and a Governing Body representative.

Diocesan inspectors

15. Diocesan inspectors, appointed by the Westminster Education Service on behalf of the Archbishop, undertake inspections with his authority and in his name.

The Diocese prescribes the qualifications and experience required by inspectors, the initial and continuing training they should receive, and the standards they are required to meet.

Associate inspectors are appointed by the Westminster Education Service as and when needed. These are serving heads, deputies, assistant heads as well as subject leaders of religious education, who accompany inspectors to offer additional help and expertise. They are trained and supported in their role as associate inspectors.

Code of Conduct for Inspectors

16. Inspectors should:

- evaluate the work of the school objectively and impartially;
- report honestly and fairly, ensuring that judgements reflect, reliably and accurately, what the school does;
- treat all those they meet with courtesy and sensitivity;
- act with the best interests of pupils, staff and parents as a priority;
- maintain purposeful dialogue with staff and communicate judgements without fear or favour;
- respect the confidentiality of information;
- bear in mind at all times that they are the Archbishop's representatives;
- compile a well-organised evidence base, to be kept for 3 months and can be consulted by appropriate personnel from the Westminster Education Service.

Inspection judgements and grades

17. There is no overall judgement for Diocesan Inspection.

There are two judgements for the inspection:

- a. Classroom Religious Education.
- b. The Catholic life of the school.

18. The lower of the two judgements is used for reporting purposes to the CES and to Ofsted.

Diocese of Westminster		Ofsted	
Outstanding	1	Outstanding	1
Good	2	Good	2
Requires improvement	3	Requires improvement	3
Causing concern	4	Inadequate	4

19. Limiting Judgements.

A school cannot attain outstanding in the relevant area of its inspection if it falls below the minimum standards in any of the following aspects:

Classroom Religious Education.

- i. the content of classroom religious education does not meet the requirements of the Curriculum Directory. (While there are on-going national discussions relating to the content of classroom religious education at K.S.4 and Sixth Form, these stages are currently excluded from this limiting judgement);
- ii. pupils' achievement (as well as attainment and progress) in religious education is low;

The Catholic life of the school.

- iii. pupils do not receive their weekly entitlement of 10% curriculum time for religious education from Key Stage 1 to Key Stage 4, and 5% of curriculum time at Key Stage 5;
- iv. the school has a poor understanding and expression of its ecclesial identity;
- v. the provision and quality of religious worship are poor.

20. If a school is judged to be in the category 'causing concern' in either or both of the key inspection areas (cf. 19), the following procedures will occur:

- the Chief Inspector is informed;
- this judgement is subject to moderation by the Chief Inspector;
- the diocesan adviser visits the school to support it in the drawing up of an action plan to address the issues identified;
- the school may be subject to further inspection.

Part C: The focus of Inspection

The key features of diocesan inspection

21. Diocesan inspection covers two areas.

Classroom Religious Education

How religiously literate are pupils in the teachings and traditions of the Catholic faith and how well do they know, understand and appreciate the importance of religious faith and practice in everyday life?

To what extent is this achieved through:

- the scope and coverage of the Curriculum Directory;
- pupil achievement (as well as attainment and progress);
- the quality of teaching;
- the effectiveness of the leadership and management of religious education?

The Catholic life of the School

How well do pupils experience the integration of faith and life through the richness of a Catholic way of living and believing in all areas of school life.

To what extent is this achieved through:

- the place of religious education as the core of the curriculum – time, staffing, accommodation, resources, budget;
- the experience of Catholic worship – prayer and liturgy – for the whole school community;
- the commitment and contribution to the Common Good – service and social justice;
- enabling the authentic partnership between parents, school and parish as an integral part of the Diocese, particularly through its relationship with the Diocesan Bishop and those acting on his behalf;
- the effectiveness of the leadership and management, including governors, in promoting the Catholic life of the school?

22. The Diocesan Inspection Handbook sets out the full evaluation schedule for these two areas of inspection.

23. Subsequent inspections will evaluate the ways in which the school has made progress in these areas since its previous inspection and also evaluate its capacity for further improvement.

Part D: The process of Inspection

What happens before the inspection?

24. Schools will follow the Diocesan cycle of inspection.
- The Westminster Education Service will confirm with the school the timing of the inspection and the name of the lead inspector. The lead inspector will then contact the school.
 - The school's Diocesan self-evaluation form (or equivalent) is made available to the inspector, as well as the current school improvement plan and the school's raise-on-line.
 - The inspector, by reading and analysing the school's self evaluation form, takes account of its analysis of its own performance. This enables the inspector to identify issues for inspection, although it does not limit the range of the inspector's investigations.
 - The inspector prepares brief pre-inspection notes including evidence from some of the following:
 - previous reports;
 - curriculum analysis;
 - report on partnership with the Diocese;
 - any additional information the school wishes to bring to the inspector's attention.
 - Pre-inspection contact with the head is intended to ensure that:
 - good communication and effective working relationships are established;
 - the demands on the school are kept to a minimum;
 - the issues for inspection are identified and agreed with the head teacher;
 - arrangements for the inspection are shared.
 - The school sends out the Diocesan questionnaire to parents either before the inspection or at least once in the year prior to their inspection. If the questionnaire is sent out immediately prior to the inspection, parents' confidential responses are returned via the school to the inspector for analysis. Inspectors will do all they can to accommodate parental requests to meet them, within the constraints of their time.

What happens during inspection?

How long does an inspection last?

25. Inspections do not normally last longer than one day (primary) or two days (secondary and colleges). Normally, the lead inspector will be accompanied by an associate inspector.

What are inspectors doing during their time in school?

26. The time spent in school is intended mainly for gathering first hand evidence and will include the following:
- observation of acts of worship;
 - observation of lessons;
 - discussions with pupils and scrutiny of their work;
 - meetings with head, leadership team, subject leader of religious education, RE link governor and chaplain, where appropriate.
27. During the inspection the lead inspector ensures the head is kept up to date with how the inspection is proceeding.

What feedback do inspectors give during the inspection?

28. Inspectors, when possible, offer oral feedback about the work they see during the course of the inspection.

The recording of evidence

29. During the inspection, inspectors gather, analyse and record evidence and their judgements on evidence forms. These, along with parents' questionnaires, contribute to the evidence base for the inspection.
30. The overall judgements on each of the two areas for inspection, reflect all the evidence considered by the inspector(s). Final judgements are made only when all first hand evidence has been collected and considered.

What happens after inspection?

What feedback is given to the school?

31. The inspector's judgements are shared with a representative of the Governing Body, the head teacher, subject leader in religious education and diocesan adviser. The judgements made by the inspector are provisional as they are subject to moderation by the Chief Inspector for quality assurances purposes.

32. Before leaving the school, the inspector will ensure that the school is clear:
- about the process of how and when the report is finalised;
 - about the grades awarded for each judgement;
 - that the grades may be subject to change as a result of moderation, and should therefore, be treated as provisional and confidential until the school receives a copy of the final report;
 - that the report is subject to quality assurance moderation to ensure consistency between numerical judgements and associated commentary;
 - about the recommendations for improvement and development;
 - about the procedures leading to the publication of the report;
 - about the complaints procedure.

When is the written report issued?

33. Following the inspection, the written report is prepared within ten working days. The judgements should be consistent with those explained orally to the school during the feedback. The draft report is sent to the school for a factual check and returned to the diocese within 24 hours.
34. The report is published within twenty working days from the start of the inspection. The final report is signed off by the Chief Inspector and published on the diocesan website.
35. A copy of the report is sent to:
- the Chair of Governors;
 - the head teacher;
 - the Diocesan Education Commission;
 - the Catholic Education Service;
 - the Local Authority;
 - the relevant diocesan adviser;
 - the inspector(s).

Schools should distribute either a copy of the full report or a summary to parents or carers within 5 working days.

How is the quality of inspection reports assured?

36. The inspector provides a first draft to the Diocese to ensure a 'house style' method of reporting and consistency, and that the report meets the requirements of the Framework and, to ensure there is consistency between numerical judgements and the associated commentary. The report is then forwarded to the school for a factual check. The school is given 24 hours to comment on the draft. The quality of an inspection is monitored by the Chief Inspector. To achieve this, some schools may be visited during the inspection by the Chief Inspector for quality assurance purposes. In some cases, the evidence base may be evaluated.
37. Schools are invited to take part in a post-inspection survey so that the views of head teachers, governors and staff are obtained and contribute to the development of diocesan inspection.

What must the governing body do when they have received the inspection report?

38. The Governing Body, with the head teacher, will, within four working weeks from the reception of the final report, formulate a plan to address any recommendations and issues in the report. Support and advice should be sought from the Westminster Education Service.

How do schools complain about their inspection or inspection report?

39. Any concerns should be raised with the inspector during the inspection. Every attempt should be made to resolve concerns with the inspector during the inspection.
40. If concerns are not resolved, a formal written complaint may be lodged with the Chief Inspector for the Diocese within 10 working days of the reception of the final report. Formal complaints will be heard by the Inspection Committee acting on behalf of the Education Commission.

Part E: Complaints Procedure

Resolving concerns informally

41. Anyone involved in, or affected by, an inspection is encouraged to raise any concerns as soon as possible so they may be dealt quickly while the inspection is taking place. Complaints should be addressed in the first instance, to the inspector conducting the inspection. The inspector will do all he or she can to sort out the matters raised through discussions and asking for advice from the Chief Inspector where necessary.

Inspectors should do everything possible to make sure that everyone involved in, or affected by, the inspection is able to raise any concerns while on site.

Formal complaints procedure

42. If it has not been possible to resolve concerns informally, a formal complaint may be made in writing.

A complaint may be made at any stage during an inspection or up to 5 calendar days from the end of the inspection.

Formal complaints will be heard by the Diocesan Inspection Committee within 10 working days of the complaint being received.

Formal complaints, made in writing, should be addressed to:

Diocesan Chief Inspector
Westminster Education Service,
Vaughan House.
46 Francis Street,
Westminster
SW1P 1QN.

January 2015

FRAMEWORK FOR INSPECTION DIOCESE OF WESTMINSTER