Change log for v2.0 and v2.1, September 2023

# Appointment handbook

* Third bullet amended in eligibility criteria to read:

***either*** be one of the following in a fully compliant Catholic school, judged to be good or better under both statutory and denominational inspections

* Footnote added to the same bullet to explain what fully compliant means:

This means the school meets both the curriculum requirements of the Bishops’ Conference (see Appendix 7) and any requirements laid down by the diocesan bishop.

* Third bullet, footnote amended to make clear that a predecessor grade still counts following academisation (footnote 9 in the handbook, footnote 4 in Appendices 01 and 02)

Please note, the judgement grade of predecessor schools would still stand after academisation, if an inspection has not occurred since the school academised.

* Footnote added to eligibility criteria to cover executive headship (p.2 and in Appendices 01 and 02)

This includes executive headship which is not defined in the memorandum. One or more of the schools for which an executive head is responsible may be judged to be less than good in its denominational or statutory inspection. In such a case, if the executive head was asked to take on a school which was already less than good, they may still be eligible to inspect, providing it does not impact on the school improvement work. If the school was judged to be less than good while the executive head was in post, then the eligibility criteria stands as it is, and they are not eligible to inspect.

* Fourth bullet, sub-bullet 2 of eligibility criteria (p.2 and in Appendices 01 and 02: Eligibility Criteria), amended to say:

a current or recent holder of a relevant and equivalent high-level leadership or advisory position within a diocese or a Catholic academy company or trust

* Paragraphs 32-35 have been updated to clarify the steps in the DBS process for sponsoring dioceses.
* Paragraph 36 amended to remove reference to September 2023 and to require all newly licensed inspectors to shadow at least once before inspecting.
* Template 01 updated to reflect changes to the handbook and appendices.
* Template 02 updated to reflect changes to the handbook and appendices.
* Template 06 updated to reflect changes to the handbook and appendices.
* Template 09 updated to reflect changes to the handbook and appendices.
* Template 12 updated to accurately reflect requirement sin relation to DBS checks and registration with the Update Service.
* Template 13 updated to reflect to quality assurance methods in other contexts.

**The following changes have also been made in v2.2:**

* Footnote added to eligibility criteria (footnote 5 in Appendix 02 template, footnote 10 in Appendix 02 in the handbook):

Any person who is currently employed at a school that was not previously subject to a denominational inspection will not be eligible to apply as an inspector until the school has been judged to be good or better in their first Catholic Schools Inspectorate inspection. Please note, this does not apply to Sixth Form Colleges who did previously undergo denominational inspection as part of the Ofsted inspection, via use of a nominated inspector.

* Updated Appendix 1: person specification to make it consistent with changes in the eligibility criteria footnotes, in both the handbook and the downloadable separate appendix

# Inspection Handbook

* Paragraph 5 amended to clarify that nurseries are only inspected if they are under the governance of the Catholic school to which they are attached.
* Paragraph 8 amended to clarify who can be included in the sharing of provisional judgements.
* Paragraph 12 updated to reflect the information in the admin guidance in relation to inspection blackout periods.
* Paragraph 14 amended to make clear that inspection teams can only be drawn from the register of licensed inspectors.
* Paragraph 15 amended to include joint Catholic schools and Welsh speaking schools.
* Paragraph 16 amended to clarify conflicts of interest in relation to local authorities and MATs (see updated Appendix 5).
* Paragraph 30 amended to:

Inspectors must not record names or personal details on EFs. The Inspectorate does not gather any data on individuals and any information referring to them by name, or any information that would allow an individual to be identified, is covered by the Data Protection Act 2018. Furthermore, inspectors must not take images or videos during an inspection; all evidence must be recorded on EFs and only on EFs.

* Paragraph 32 amended to:

Evidence forms from observations of learning must not contain any personal details. Nevertheless, information concerning the individual teacher will always be able to be inferred from other information on the EF. As such, you may need to release these to individuals following a subject access request and EFs should be completed with this in mind. They should be clearly written in a way that another person will be able to understand.

* Paragraph 36 added (all paragraphs that follow re-numbered):

The lead inspector should quality assure the EFs of the team inspectors early in the inspection process, to ensure that they are evaluatively written and that judgements are consistent across the inspection team.

* Paragraph 38 (previously paragraph 37) amended to reference the implementation of the RED:

The curriculum in religious education should be discussed with the subject leader to ascertain where the school is on its journey towards implementation of the new *Religious Education Directory*. All judgements on the quality of the religious education curriculum should be judged with this in mind. Inspectors should also check that the religious education curriculum is consistent with the requirements of the diocese in which the school is located.

* Paragraph 51 (50) amended to stress the importance of observing as many examples of prayer and liturgy as possible.
* Paragraph 56 (55) amended to make clear that academy trust or company representatives are only included in the inspection evidence gathering during the formal discussion with those responsible for governance and not any other point.
* Paragraph 61 (60) amended to refer to the person responsible for chaplaincy, rather than a chaplain (which a school may or may not have).
* Paragraph 62 (61) amended to strengthen the requirement for regular meetings with the head throughout inspection.
* Paragraph 69 (68) amended to reflect the new report template conventions and to include a naming convention that all should follow:

The template will be the branded version appropriate to the commissioning diocese. The details of the school will have already been pre-populated. The lead inspector should check these are correct and inform the Catholic Schools Inspectorate coordinator if not. Insert the date of the inspection in the following form: *n – n Month Year* (e.g. 8 – 9 June 2026). The document should be saved with a name that includes the date of the final day of inspection, the name of the school and its URN and that it is clear that this a draft report for the school being inspected, in the following form: *yyyymmdd\_URN\_Schoolname* DRAFT(e.g. 20260609\_457320\_St Joseph’s DRAFT). Complete the report and check it against the requirements set out in *Template 10.1 Report checklist for inspectors*.

* Template 10.1 has been updated to make it consistent with the moderator’s checklist (Quality Assurance Template 3).
* Paragraph 74 (73) amended to strengthen the requirement for the report to be a unique reflection of the school being inspected.
* Paragraph 78 (77) amended to emphasise the importance of completing the post-inspection survey.
* Paragraph 109, bullet 3, has been updated to include exam entries when judging parity with other core curriculum subjects.
* Paragraph 165 (164) amended to reference the diocese and religious order mutual relations protocol.
* Paragraph 171 (170) amended to include an invitation to speak with the inspection team about the nature of the school’s educational charism:

When the school is notified of its inspection, notice should also be given to the relevant religious superior of the Religious Order who should be invited to contact the inspector directly, or via a nominee, to brief them on the nature of the educational charism of the order. A nominee of the superior of the Religious Order should also be invited to the verbal feedback given to the Head and governors at the end of an inspection.

* Paragraph 172 (171) amended to read:

The draft inspection report that is shared with the head should be shared with the religious superior of the Religious Order, or his or her nominee, who would then have the opportunity to correct factual matters before the inspection report is published. This must be done within the same 24-hour response window that applies to head teachers, in order to allow a diocese to comply with the statutory timescales for reporting.

* Paragraph 173 (172) amended to state that the visitation report may be included in the inspection evidence, but not that it must be.
* Appendix 1 has been renamed to Appendix 1.1 and Appendix 1.2 Mutual Relations between Religious Orders, Dioceses and the CES in the Service of Catholic Education has been added.
* Appendix 4, code of conduct for schools final bullet added:

respect the confidentiality of all parts of the inspection process, including only sharing provisional feedback of outcomes with senior leaders, the curriculum lead for religious education, and all those responsible for governance, and not using inspection feedback for the purposes of the performance management, or equivalent, of individual members of staff.

* Appendix 5 clarified to make clear how conflicts of interest operate in the two different contexts of voluntary aided schools and academies.
* Appendix 6 Deferral policy, renamed Appendix 6.1 Deferral policy, final paragraph amended to read:

In exceptional circumstances an inspection that has already been announced to a school may be deferred by the diocese. For instance, when the lead inspector for an already announced inspection is no longer able to carry out the inspection. In this case, the Catholic Schools Inspectorate Coordinator should first attempt to find a replacement inspector. If this is not possible at short notice, then the inspection may be deferred to a later date.

* Appendix 6.2 added to cover special considerations for when CSI and Ofsted coincide.
* Appendix 7 amended, to clarify that the 10%/5% requirement is a proportion of taught curriculum time, excluding non-curriculum directed time (such as assemblies, form time or prayer and liturgy).
* Appendix 8 renamed to Appendix 8.1 and amended to clarify the complaints process. Reference to template 13 Complaint log added.
* Appendix 8.2: Complaining about a school has been added.
* Paragraph 45 of the style guide updated to make it consistent with itself.
* Paragraph 67 of the Style Guide corrected to make all reports fully justified and consistent with the QA readers checklist for reports.
* Template 01.1 Amended to require team leader to contact inspection team after receiving the save the date letter.
* Template 01.2 Updated to reflect Template 01.1
* Template 03 Pre-inspection checklist updated to include reference to the importance of raising issues early if complaints are made post-inspection.
* Template 04 Lead e-mail to head teacher updated to remove reference to a particular time for initial SLT meeting and feedback at the end of the inspection
* Template 05.2 retitled (Establishing Lines of Enquiry) to indicate that this form is to be used to establish lines of enquiry using all available pre-inspection information (e.g. website, school self-evaluation documents, data)
* Template 08.4 Instructions for issuing parent and staff questionnaires added
* Template 10.1 Report checklist for inspectors now also includes a required naming convention for draft report files.
* 12.3 Post inspeciton survey renumbered to 14.1 Post inspection survey
* Template 13.1 Investigating Officer’s Record added
* Template 13.2 Diocesan Complaint log added
* Template 14.2 Post-inspection survey instructions added
* Glossary updated with additions made following moderation meeting.

**The following changes have also been made in v2.1 in response to the consultation on aggregate grade descriptors and the impact of RAAC closures on schools.**

* The aggregate key judgement grade descriptors have been updated to reflect the outcome of the consultation (paras.86,99,112)
* The following has been added to the Appendix 6 Deferral policy, renamed Appendix 6.1 Deferral policy:

Building and/or refurbishment work is not usually a reason for deferral if the school is open and pupils are on site. However, if a school is significantly disrupted by measures taken to deal with reinforced autoclaved aerated concrete (RAAC), Catholic Schools Inspectorate co-ordinators will consider these deferral requests carefully as an exceptional circumstance. Inspections may still go ahead when all or substantial numbers of pupils are not on site but continue to be educated through remote or blended learning.

**The following changes have also been made in v2.2:**

* Appendix 8.1 Complaints policy amended to make clear that the investigating officer for a complaint must be a licensed inspector.
* Appendix 11.1 Safeguarding policy added
* Appendix 11.2 Safeguarding concerns: guidance for inspectors added
* Template 15 Safeguarding disclosure proforma added

# Comparative grade descriptor

* RE1.6 title changed from ‘Books’ to ‘Pupil work’

# Quality Assurance handbook

* New nomenclature introduced throughout to distinguish the different quality assurance activities:
* Review of recruitment
* Quality assurance of inspections
* Moderation of reports
* Paragraph 18 to clarify that quality assurance visits should be one day long but should cover a balance of first and second days of inspection across an academic year.
* Paragraph 25 added:

Quality assurers should not contribute to inspection judgements. However, if an inspection team is failing to follow the procedures as set out in the inspection handbook or are making errors in their judgements which could undermine the reliability of the inspection, then the quality assurer should raise this with the lead inspector and ensure that corrective action is taken.

* Paragraph 27 (formerly 26) updated to clarify that the completion of Template 2 is all that is required as a written outcome of a quality assurance visit.
* Paragraph 33 (32) updated to clarify the outcome of the national report moderation meeting.
* Template 2 updated to include sliding scale responses and to require comments on all criteria
* Template 3 updated and name changed to Moderation of Inspection Reports checklist

# Admin guidance

* Admin guidance amended throughout to ensure compatibility with all changes made to other documents.
* Template 2 (Conflict of interest proforma) amended to include declaration of up-to-date safeguarding training.