# Checklist for inspecting Religious Order schools.

## Prior to inspection:

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| 1. If possible, the diocese should secure someone on the inspection team who has had experience of working in a good or better Catholic Religious Order school |  |
| 1. Inspection team to establish through publicly available sources something about the charism of the school they are about to inspect and its distinctive governance (see paragraph *nnn* of the context specific annexe, p.*nn* of the inspection handbook) |  |
| 1. Inspection team to use CSI data to understand the context of the school in terms of pupil demographics |  |

## At point of notification

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| 1. Dioceses or lead inspector to notify the religious superior or their nominee at point of notification to the school. This should be a phone-call in the first instance, followed by an e-mail (Template 03.3). The diocese should know who the appropriate person is to contact in each Religious Order. If they do not, this should be established during the first conversation between the diocese and the school at the point of notification. |  |
| 1. When the diocese or the lead inspector informs the superior of the Religious Order or their nominee about the inspection, the following should be established during this phonecall: |  |
| * 1. How an inspector can find out more about the particular charism of the school they are about to inspect. |  |
| * 1. Whether and in what form the outcomes of any visitation by the religious superior will be shared with the inspection team |  |
| * 1. When the final feedback to the school will be and arrangements to allow for their attendance |  |
| * 1. That they will be sent a draft report for fact checking at the same time as the school is sent it, and when they can expect to receive this |  |

## During inspection

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| 1. Inspectors should hold the particular charism of the school at the forefront of their minds when conducting all inspection activities and they should be aware of the difference this makes to all aspects of school life. |  |
| 1. In addition to the evidence sources that are used in all schools, inspectors must take account of any documents that exemplify the distinctive charism of the school. |  |
| 1. At the point when inspection teams hold discussion with those responsible for governance the trustees of the Religious Order must be invited to contribute to these conversations. |  |
| 1. At the end of inspection, the religious superior or their representative must be invited to be present for the final feedback. |  |

## After inspection

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| 1. The superior of the Religious Order or their nominee must be sent a copy of the draft report for fact-checking at the same time as it is shared with the school and be invited to respond as part of the fact-checking process, within the time constraints given. |  |
| 1. Any support given to the school in responding to the inspection findings is the responsibility of the Religious Order trustees to determine. |  |