



Arolygiaeth Ei Fawrhydi dros Addysg a Hyfforddiant yng Nghymru  
His Majesty's Inspectorate for Education and Training in Wales

# **Peer Inspector Memorandum of Understanding for schools and pupil referral units (PRUs)**

## **December 2022**

**This document is also available in Welsh.**

## Version Control

Document version	Author	Date of issue	Changes made
1.0	Hannah Roderick	September 2018	Original
1.1	Hannah Roderick	January 2019	Amendment to probation inspection grade, personal information and travel and subsistence.
1.2	Hannah Roderick	June 2019	Amendment to the use of information technology.
1.3	Claire Ait-Hammi	July 2019	Amendment to the use of information technology.
1.4	Claire Ait-Hammi	December 2019	Clarification of supply cover to one day ALN team inspectors.
1.5	Dyfrig Ellis	August 2021	Amendments to: <ul style="list-style-type: none"><li>• clarity around initial/update training and professional learning requirements and expectations</li><li>• inspection mindset</li><li>• tone of voice</li></ul>

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## **Introduction**

### **Purpose of the memorandum of understanding (MoU)**

- 1 This document outlines the roles, responsibilities, and expectations of the three parties (peer inspector, employer and Estyn) in respect of the participation of peer inspectors in initial and update training as well as inspection activities.
- 2 Peer inspectors who successfully complete their training and initial assessment will be placed on a list that will contain information including email addresses, names, addresses, details of current employer and specialisms. It is important that peer inspectors inform Estyn of any changes in relation to their address or employment. They can do this through Estyn's online inspector profile system. If the peer inspector changes employment, they must update their profile with their new organisation and update their preclusions, the peer inspector must also complete a new Employer Endorsement form (EEF) and return this to Estyn.
- 3 Estyn will only use the information in the list to deploy peer inspectors and to share information with peer inspectors about inspection developments and opportunities for professional learning. Reporting inspectors can view email addresses, names, addresses, and specialisms for each peer inspector on their personal Inspector Profiles for inspection purposes only.
- 4 The parties acknowledge Estyn's duty to comply with the Freedom of Information Act 2000 (the Act) and understand that Estyn may be required to disclose certain information to third parties. The employer and peer inspectors shall support Estyn in complying with the Act.
- 5 The parties acknowledge that peer inspectors shall remain an employee of the employer and shall not be deemed to be an employee of Estyn. Peer inspectors shall not present themselves as being an employee or agent of or spokesperson for Estyn.

### **To whom does this MoU apply?**

#### **Parties**

- 6 This memorandum of understanding applies to the agreement between Estyn, the employer and peer inspector.
- 7 In these terms and conditions 'peer inspector' means the individual who has applied for this specific role and 'employer' means the organisation or school/PRU which completed the supporting declaration/ employment endorsement form to support the application.

- 8 The MOU shall become effective on the date of the letter confirming selection for training as a peer inspector and will continue unless cancelled by any one of the parties or if the peer inspector changes employer. In the case of changing employer, peer inspectors will need to apply to enter into a new agreement with Estyn and their new employer.
- 9 If a peer inspector is appointed as a Member of the Senedd or Member of Parliament, the peer inspector cannot continue to be deployed on an inspection.
- 10 This agreement may be terminated by any one of the parties by written notice to the other two parties of at least 30 days in advance of the effective date of termination.
- 11 Upon termination of this agreement, the peer inspector will be removed from Estyn's list of approved peer inspectors.

## **A Responsibilities of the employer**

**The employer agrees to the following:**

### **Selection and recruitment**

- 12 Prospective peer inspectors will submit their application to Estyn which will be supported by the peer inspector's employer/school (the endorsement of the employer does not apply to independent schools). The employer will also need to certify that the applicant is a proven and effective teacher and has the relevant experience as outlined in Annex A. In agreeing to the training and initial assessment of a member of staff as a peer inspector, the school or PRU will be making a commitment to release the individual for training, preparation and deployment as specified in this agreement.
- 13 It is a requirement that all peer inspectors participating in training and inspection activity will have received, through their employer, the appropriate and recent (within three years) Enhanced Disclosure and Barring Service (DBS) clearance certificate. If the peer inspector is a member of the update service, they are required to give Estyn written permission to access their online DBS certificate on a three-yearly basis. This means that to continue with their peer inspector status, each peer inspector is expected to renew their DBS every three years. Estyn reserves the right to check that this is in effect at any time. The employer and issuing authority will advise Estyn if they are aware of anything related to the individual's record which might cast doubt on their suitability to participate in inspections. Peer inspectors should contact their employer if they are uncertain about the date or suitability of their last clearance.

### **Training**

- 14 The employer will release prospective peer inspectors to enable them to attend the assessed training programme, which will involve:

- a) Pre-course activity meeting; this can be an on-line or face-to-face activity
  - b) Pre-course reading and tasks
  - c) Training modules and assessments (usually over 2 days); this can be an on-line or face-to-face activity
  - d) Probationary inspection(s)
- 15 The applicant must successfully complete all parts of the training to qualify as a peer inspector.
- 16 In supporting their member of staff's application for peer inspector training, the employer must agree to release the member of staff for annual update training, as it is mandatory for the role. Non-participation at update training for two consecutive years would mean that a peer inspector will not be offered deployment opportunities until they have undertaken the training, unless there are exceptional circumstances, such as illness or maternity/paternity/parental leave.

### **Deployment**

- 17 The employer should work in partnership with Estyn to release staff to participate in update training and inspection activities. Only in exceptional circumstances, such as secondment to the local authority/regional consortium, will it decline to release staff or withdraw staff from inspection duties at short notice.

### **Evaluation**

- 18 At the end of each inspection, the Reporting Inspector/HMI will complete an evaluation of the performance of all contracted members of the inspection team, including the peer inspector. The work of a peer inspector on inspection will be evaluated according to the quality assurance policy and associated guidance on the Estyn website.
- 19 If a peer inspector's work has significant shortcomings, they will be supported in the first instance by Estyn through additional professional learning opportunities. However, if the shortcomings persist or if peer inspectors are in breach of Estyn's code of conduct, they will not be deployed on further inspections.

### **Health and safety**

- 20 The employer will ensure that its nominated peer inspectors are of good character and have demonstrated their ability to work safely. The employer retains its statutory duty as employer to reasonably care for the safety of peer inspectors, even when visiting other schools or PRUs and participating in peer inspector training programmes.

### **Indemnity**

- 21 The employer shall indemnify and keep Estyn, the Crown and/or its Ministers and their respective employees, officers, servants and agents (each an "Indemnified Person") in respect of:

- (a) all liabilities, loss and damage (including without limitation economic loss and indirect and consequential loss), costs and expenses (including without limitation legal expenses) incurred by an Indemnified Person; and/or
- (b) all claims, actions and proceedings brought against an Indemnified Person by a third party; and/or
- (c) if and to the extent that any loss, damage, personal injury, or death suffered by the peer inspector was caused by the negligence of that Indemnified Person) all claims, actions and proceedings brought against an Indemnified Person by or on behalf of the peer inspector; in each case arising directly or indirectly as a result of or in connection with the peer inspector's participation in the peer inspector programme.

## **B Responsibilities of Estyn**

### **Estyn agrees to the following:**

#### **Selection and recruitment**

- 22 Advertisements inviting applications to train as a peer inspector will be placed on Estyn's website. Estyn may also contact schools//PRUs and invite applications for training from potential peer inspectors. Estyn will consider all applications and invite suitable applicants for training. They will be identified based on the criteria set out in **Annex A**. In addition, any current practitioner who has been re-trained as an additional or Reporting Inspector by Estyn for the 2017-2023 inspection cycle will be qualified to be a peer inspector and will be required to attend all annual update training and conversion events.

#### **Training**

- 23 Estyn will provide a training and assessment programme for potential peer inspectors. Only those who meet Estyn's code of conduct and complete the assessment successfully will become peer inspectors. Only those peer inspectors that have a valid DBS certificate (issued within three years of the event) will be invited to update training.

#### **Deployment**

- 24 Estyn will deploy peer inspectors for a maximum of five days on any inspection of a single school or PRU and a maximum of eight days on an inspection of a federated school. Deployment will usually be for a maximum of three inspections for each academic year. Peer inspectors will not usually be deployed on an additional inspection without the agreement of the employer.

- 25 Estyn will normally provide a term's notice to peer inspectors and their school or PRU when inviting peer inspectors to participate in a core inspection, follow-up inspection visit or thematic survey. Estyn reserves the right to withdraw the offer of deployment at short notice in exceptional circumstances.
- 26 Estyn will ensure that the Inspection Co-ordinator (IC) will act as a general point of reference before inspections and the Reporting Inspector will act as the point of contact for peer inspectors during and immediately after an inspection.

### **Evaluation**

- 27 At the end of each inspection, the Reporting Inspector will complete an evaluation of the performance of all contracted members of the inspection team, including the peer inspector. The work of a peer inspector on inspection will be evaluated according to the Quality assurance policy and associated guidance on the Estyn website.
- 28 If a peer inspector's work has significant shortcomings, they will be supported in the first instance by Estyn through additional professional learning opportunities. However, if the shortcomings persist or if peer inspectors are in breach of Estyn's code of conduct, they will not be deployed on further inspections.

### **Health and safety**

- 29 In compliance with health and safety legislation and guidance, Estyn expects that the school/PRU being inspected has carried out suitable health and safety risk assessments or can verify that health and safety risk assessments have been conducted prior to inspection.
- 30 Health and safety matters are incorporated into the training programme for potential peer inspectors.

### **Expenses**

- 31 Estyn will reimburse peer inspectors for reasonable travel and subsistence expenses when they are deployed on inspections and are paid in accordance with the following rates:



<b>Car Mileage</b>	<b>45p per mile</b>
<b>Lunch (max)</b>	<b>up to £9</b>
<b>Evening meal (overnight stay if more than 40 miles away from home)</b>	<b>Up to £27</b>

**N.B. where public transport is used or car parking fees are paid, please attach receipts to the claim form for reimbursement.**

- 32 Estyn will provide accommodation where the peer inspector lives more than 40 miles away from the inspection. Travel costs incurred for initial training and assessment courses will be reimbursed to prospective peer inspectors.
- 33 Estyn will not reimburse peer inspectors for travel and subsistence costs for update training events.

#### **Funding of teacher release**

- 34 Estyn will contribute £150 per day for teacher release for the period of time on-site at the school or PRU being inspected. This includes any peer inspectors attending an inspection as a team member for one day only, for example to inspect ALN provision. Estyn does not pay supply cover for participation at Estyn training courses.

#### **Conflicts of interest**

- 35 Estyn will not deploy peer inspectors on inspection of schools or PRUs where there is a conflict of interest. Conflicts include any previous or existing contacts, relationship, or knowledge of other schools or PRUs and any duties undertaken as external verifiers. Peer inspectors should refer to the [Conflicts of Interest Policy](#) on the Estyn website and update their inspector profile with and perceived or actual conflicts. If a peer inspector becomes aware of a conflict of interest they should contact the Inspection Co-ordinator at Estyn to discuss.

## C Responsibilities of peer inspectors

### The peer inspector agrees to the following:

#### Training

36 Peer inspectors agree to participate in the training and assessment programme, which will involve:

- **Pre-course activity meeting**

A pre-course activity meeting before the face-to-face assessment days to introduce the inspection framework. This can be an on-line or face-to-face activity.

- **Pre-course reading and tasks**

Prospective peer inspectors will familiarize themselves with Estyn's key documents such as 'How We Inspect?' and 'What we Inspect?'

#### **Two days training modules and assessments**

This includes oral and written assessments. This can be an on-line or face-to-face activity.

- **Probationary inspection(s)**

The prospective peer inspector must normally receive a C grade or above on the Inspector Evaluation Form (IEF) from the Reporting Inspector at the end of the inspection for Estyn to deploy them on further inspections.

37 For all face-to-face activities, Estyn will provide accommodation and reimburse prospective peer inspectors for travel for initial training courses. Estyn will not fund teacher release for attendance at training courses.

38 Annual update training events of a minimum of one day will be held for all peer inspectors. These events can be on-line or face-to-face activities. Participation at annual update training is mandatory for the role. Non-participation at annual update training for two consecutive years would mean peer inspectors will not be offered deployment opportunities until they have undertaken update training, unless there are exceptional circumstances.

#### Deployment

39 Peer inspectors will confirm that that they have been subject to an Enhanced Disclosure and Barring Service (DBS) clearance check and will advise Estyn of any relevant factors in relation to their DBS as a condition of deployment. The check will have been done within the last three years and checked under the Child Workforce category. Peer inspectors should refer to Estyn's policy on the use of the Disclosure and Barring Service on Estyn's website.

- 40 Prior to the inspection, peer inspectors will be required to become familiar with the team briefing paper from the Reporting Inspector, which sets out the basic information on the organisation of the inspection. Early in the inspection, peer inspectors will need to examine key documents that are identified by the Reporting Inspector.
- 41 This information will be available in the school's/PRU's Virtual Inspection Room (VIR). The Reporting Inspector will also make this information available at the start of the inspection. Peer inspectors are not expected to undertake any inspection activity, such as scrutiny of school/PRU documentation before the inspection week.

### Evaluation

- 42 At the end of each inspection, the Reporting Inspector/HMI will complete an evaluation of the work of the peer inspector. The process will provide an opportunity for peer inspectors to complete a self-assessment. The Reporting Inspector/HMI will then complete an overall evaluation performance. Further details regarding the system of evaluation will be made available at the initial training event and are available on Estyn's website.
- 43 If a peer inspector's work has significant shortcomings, they will be supported in the first instance by Estyn through additional professional learning opportunities. However, if the shortcomings persist or if a peer inspector is in breach of Estyn's code of conduct, they will not be deployed on further inspections.

### Health and safety

- 44 Peer inspectors will follow the health and safety guidance provided by the Reporting Inspector as part of the inspection briefing. Peer inspectors will take reasonable care of their own health and safety and that of others affected by their acts or omissions during the inspection. Further details are included in **Annex C**.
- 45 Peer inspectors will take responsibility for their own safety, be sensitive to others' safety and co-operate fully with the health and safety procedures that are in place. Further details are included in **Annex B**.

### Role of peer inspectors

- 46 Peer inspectors will work alongside, and under the guidance of, the Reporting Inspector conducting the inspection.
- 47 Duties of peer inspectors are identified in **Annex B** in the Protocol and Guidance for peer inspectors.
- 48 Specific tasks for peer inspectors will be allocated by the Reporting Inspector at the start of the inspection. In the case of an inspection of federated schools, this may involve working on more than one site.

## **VIR software requirements**

- 49 Peer inspectors will be required to provide a laptop computer for their own use during the inspection period that has:
- Microsoft Word 2010 (or later)
  - access to the internet (your laptop must be WiFi enabled, or you must arrange your own means of connecting to the internet)
  - Windows operating system (XP or above)
  - an internet web browser (Edge, Internet Explorer 10 or 11 or the latest version of Chrome/Firefox/Safari)

**Note: to successfully use the VIR system of Judgement Form templates you need to have a full version of MS Word 2010 (or later)**

- 50 The VIR system is a Microsoft based tool and therefore there are risks to successfully using Apple Macs when in 'PC emulation' feature. Tablets (including iPads) cannot be used at this time.
- 51 Peer inspectors will provide an electronic copy of a judgement form containing their inspection findings and supporting evidence. The completed judgement form must be provided in Microsoft Word 2010 (or later) and use the template provided through the Virtual Inspection Room at the start of the inspection. All information and evidence remains the property of Estyn.
- 52 Peer inspectors must agree to adhere to Estyn's [Information Assurance Policy](#), which is available on the website.

## **Safeguarding**

- 53 Peer inspectors will familiarise themselves with, and abide by, Estyn's Safeguarding policy when on an inspection.

## **Code of conduct**

- 54 Peer inspectors will adhere to the 'Code of conduct for inspectors' and will:
- carry out their work with integrity, courtesy and due sensitivity
  - evaluate the work of the provider objectively
  - report honestly, fairly and impartially
  - communicate clearly and openly
  - act in the best interests of learners
  - respect the confidentiality of all information received during their work
- 55 School/PRU-specific information and documentation may not be copied or shared with any person unconnected with the inspection. The evidence base of the inspection as described in the guidance documents is the property of Estyn.

- 56 Subject to the need for confidentiality as set out in **Annex B**, peer inspectors may share with their school/PRU knowledge gained during the inspection about Estyn's processes and procedures. However, if they wish to share specific documentation or examples of practice observed during the inspection, then they must gain the permission of the school/PRU concerned.
- 57 Peer inspectors are encouraged to use the experience gained through training and deployment as a peer inspector in their own school/PRU to help with the process of improvement and developing and implementing self-evaluation procedures.

<b>Conflicts of interest</b>
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- 58 Before participating in training events, peer inspectors will declare any possible personal or professional conflicts of interest they might have in respect of other schools or PRUs. These conflicts include any previous or existing contacts, relationship, or knowledge of other schools or PRUs and any duties undertaken as external verifiers. Subsequently, peer inspectors must advise Estyn of any change to their status as soon as it occurs.
- 59 A peer inspector will not be deployed to a school/PRU that they are precluded from within a three-year period. However, this could be extended by a further two years depending on circumstances. If a peer inspector has any doubt or identifies any perceived conflicts of interest, they must inform Estyn immediately.

## **Annex A: Eligibility for the role of peer inspector**

### **Peer inspectors must meet all the following requirements. They must:**

- be currently employed in a school or PRU in Wales
- have experience in a permanent position as a senior leader in Wales with significant whole-school/PRU responsibility
- have at least five years' experience as an effective teacher in Wales
- be of good character and have the ability to work safely
- have up-to-date knowledge (relevant to the sector concerned)

For maintained schools and PRUs, PIs **must**:

- be employed on the senior pay spine – this role would be held by a headteacher, deputy headteacher or assistant headteacher in a primary or special school; or
- be a headteacher, deputy headteacher or assistant headteacher in a secondary school; or
- be a teacher-in-charge of a pupil referral unit in Wales

### **The essential attributes of peer inspectors include:**

- honesty, integrity and propriety
- good oral communication
- well-developed writing skills
- good ICT skills
- the ability to gather thoughts logically
- the ability to weigh evidence carefully
- the ability to form sound judgements
- the ability to explain and to defend evaluations
- the ability to work as a member of a team
- willingness and capability to work flexibly
- the ability to adhere to the requirement for absolute confidentiality

### **Working through the Welsh language**

All peer inspectors wishing to be deployed on the inspection of Welsh language and bilingual schools or PRUs must successfully pass all aspects of the initial training course and be fluent in written and spoken Welsh.

Peer inspectors who successfully pass all aspects of the initial training course and are fluent in written and spoken Welsh will be eligible to be deployed on inspections in either Welsh, bilingual or English language schools or PRUs.

### **Becoming Additional Inspectors for Estyn**

Peer inspectors who have conducted three or more inspections satisfactorily, can apply to change their role to that of an Additional Inspector for Estyn when they are no longer employed in a permanent position in an education provider in Wales. Peer inspectors should inform Estyn when their employment status changes and if they wish to be considered for the role of Additional Inspector. The appointment will be at the discretion of the relevant Estyn Assistant Director.

### **Becoming a Registered Inspector for Estyn**

Peer inspectors who have conducted three or more inspections and have received grades A/B on their IEF's may apply to become a registered lead inspector. To become a registered inspector the peer inspector must pass an assessed training course and an assessed inspection, details of how to apply can be found on Estyn's website under current vacancies. Those peer inspectors that are also trained registered inspectors can continue to be deployed as a peer inspector on Estyn inspections whilst they are still employed by their school. On leaving their school's employment, the inspector will no longer be able to be deployed as a peer inspector, unless moving to another school. However, they can continue to tender for work as a registered inspector.

## **Annex B: Protocol and guidance for peer inspectors**

### **General principles**

Peer inspectors will bring the perspective of a current practitioner to an inspection. The aim is for each inspection team to have a peer inspector. A peer inspector is a full member of the team and will have the same range and type of responsibilities as other team members.

Peer inspectors will visit classes and undertake learning walks and other inspection activities in the same way as other team members and will be able to contribute to the team's judgements on all aspects inspected. As with other team members, a peer inspector is required to submit, before leaving the school/PRU at the end of an inspection, the required evidence on the electronic judgement form provided in the VIR.

Peer inspectors will be employed in schools/PRU in Wales. Generally, they will be senior managers with at least five years' teaching experience. They will also be up to date with relevant requirements of the foundation phase, National Curriculum or examining/awarding body and the principles of the Curriculum for Wales.

### **The participation of peer inspectors in inspection:**

- contributes to the expertise of inspection teams and enhances schools' involvement in the inspection process
- promotes schools'/PRUs' understanding of inspection
- enables the sharing of good and excellent practice
- helps to develop the skills schools and PRUs need to carry out their own self-evaluation effectively
- enables individuals to gain a better insight into the inspection process as well as providing valuable opportunities for their own professional development

### **Role of peer inspectors**

Peer inspectors will act as a full member of the inspection team, although they are not a direct employee of Estyn. They will be required to:

- observe sessions and other activities
- listen to learners
- scrutinise samples of work
- engage in discussions with staff and others
- examine documents
- evaluate the impact of the provider's policies, plans and procedures
- lead on an inspection area or aspect



- write sections of the report, which must be submitted to the Reporting Inspector at the end of the inspection using the electronic judgement form provided by Estyn

### **Peer inspector's responsibilities**

#### **Peer inspectors will:**

- have a working knowledge of the sector guidance for the inspection of schools/PRU
- act in accordance with the code of conduct for inspectors
- be familiar with this protocol and guidance on the role of the peer inspector
- have an understanding of the pre-inspection briefing note and any other documentary evidence
- complete inspection documentation, including electronic evaluation forms
- contribute to meetings of the inspection team
- lead on inspection areas or aspects as directed by the Reporting Inspector
- write sections of the report as advised by the Reporting Inspector
- attend any meeting held during the inspection week at which feedback is given to the school/PRU on whole school/PRU aspects
- respect the confidentiality of all information received during the inspection

#### **Peer inspectors will not be required to:**

- attend any meetings relating to the inspection before the inspection period
- attend any meetings held after the on-site inspection period
- review any additional evidence received after the on-site inspection period

#### **Reporting Inspector's responsibilities**

- establish contact with the peer inspectors
- outline the specific role of peer inspectors during the inspection
- check that the inspection co-ordinator has arranged for peer inspectors to access all relevant documentation through the VIR prior to the start of the inspection
- brief the provider being inspected about the role of peer inspectors
- plan the work of peer inspectors during the on-site inspection period
- ensure that peer inspectors are deployed as a full member of the team
- ensure that peer inspectors are aware of the arrangements for team meetings and for other inspection activities
- assure the quality of the work of peer inspectors
- provide feedback on the performance of peer inspectors
- ensure that the peer inspectors are aware of and follows Estyn's core values and policies (for example, in respect of health and safety and bullying)

**Activities in the inspection process**

**Before the inspection**

<b>The peer inspector</b>	<ul style="list-style-type: none"> <li>➤ becomes familiar with the sector guidance</li> <li>➤ becomes familiar with this protocol and guidance on the role of the peer inspector</li> <li>➤ receives instructions for accessing the Virtual Inspection Room (VIR) to gain access to all necessary documentation</li> </ul>
<b>The Reporting Inspector</b>	<ul style="list-style-type: none"> <li>➤ receives name and background information on the peer inspector through the VIR and Inspector Profile system and allocates roles and responsibilities to the peer inspector</li> <li>➤ checks with the peer inspector that the inspection coordinator has arranged for them to access the VIR Room prior to the start of inspection</li> </ul>

**During the inspection and before leaving the school/PRU**

<b>The peer inspector</b>	<ul style="list-style-type: none"> <li>➤ as instructed by the Reporting Inspector, undertakes the same tasks as other team members in the team meeting before the inspection starts</li> <li>➤ works throughout the inspection under the direction of the Reporting Inspector</li> <li>➤ participates in team meetings</li> <li>➤ examines pupils' work</li> <li>➤ undertakes observations of classes, learning walks and other activities</li> <li>➤ listens to learners</li> <li>➤ completes all documentation as appropriate</li> <li>➤ undertakes a professional dialogue with teachers after lesson observations</li> <li>➤ contributes to the collation of findings, supporting evidence and the writing of the inspection report</li> <li>➤ ensures that the Reporting Inspector receives all relevant written documentation in the prescribed format attends any feedback meetings on whole school/PRU aspects held during the inspection week and, where appropriate, assists in providing feedback in relation to the inspection area(s) and/or aspect(s) for which they have responsibility</li> <li>➤ returns all school/PRU inspection documentation</li> </ul>
<b>The Reporting Inspector</b>	<ul style="list-style-type: none"> <li>➤ monitors the work of the peer inspector and provides support as appropriate</li> <li>➤ ensures that the peer inspector is fully involved in the inspection</li> <li>➤ ensures that the peer inspector contributes to the corporate judgements</li> </ul>

## After the inspection

<b>The peer inspector</b>	➤ reviews the Inspection Evaluation Form (IEF) through the VIR
<b>The Reporting Inspector</b>	➤ provides feedback to the peer inspector about the quality of their work during the inspection and completes the inspector evaluation form (IEF) in the VIR.

The Reporting Inspector's feedback to peer inspectors should be concerned with obtaining evidence, making judgements, communication, and conduct.

## Deployment of peer inspectors

Peer inspectors:

- will be deployed in schools/PRUs that serve the same age range of pupils as their own school/PRU
- will be deployed in a school/PRU where there is no personal or professional conflict of interest
- will not be deployed if their employer/school/PRU is currently in a statutory category of follow up

Estyn will make every effort to deploy peer inspectors on an inspection but can give no guarantee of this.

## Training

The objectives of peer inspector training events and annual update training are to enable prospective peer inspectors to understand the process of inspection, the principles upon which the process is based and the criteria for evaluations.

Prospective peer inspectors will **not** be eligible to participate in the initial assessed training course to qualify as a peer inspector if their employer/school/PRU is currently in a statutory category of follow-up.

## Evaluation

Estyn will monitor the work of peer inspectors. A copy of the completed inspector evaluation form (IEF) will be available to peer inspectors through their inspector profile.

## **Annex C: Health and safety of the inspection team**

All inspectors and peer inspectors have a responsibility to make sure that their working practices throughout the inspection are in accordance with health and safety regulations.

The Reporting Inspector will make sure that the provider informs the inspection team of the arrangements for managing health and safety in relation to the inspection. This will include notification of all emergency evacuation procedures as well as the precautions to be taken in areas of the provider's premises where there is a potentially high level of risk in relation to health and safety. No member of the inspection team will carry out any inspection activities before they have received an appropriate health and safety briefing.

Inspectors and peer inspectors are not responsible for inspecting providers' compliance with health and safety regulations, which are audited by other authorities. However, the Reporting Inspector and members of the inspection team will notify the provider immediately of any matters that seriously affect the health, safety and wellbeing of the learners.

Where there are specific and urgent issues, the Reporting Inspector will prepare a note for the provider's funding body's health and safety manager, copied to senior colleagues at Estyn.

All inspectors should record an emergency contact on their individual Inspector profile, which will be available to the Reporting Inspector in the event of an emergency.

Peer inspectors may be asked to drive to providers' different sites, or to on-the-job training or assessment locations. Peer inspectors should ensure that their car is roadworthy, insured and has access to assistance in case of breakdown. If the peer inspector does not drive or does not wish to drive while on inspection, they should inform the Reporting Inspector when they first make contact prior to the inspection.