

September 2025, v4.0

Appointment and Management of Inspectors handbook

Paragraph 46, footnote 5 **updated** to make clear that an inspector can fall back into, as well as out of, compliance between inspections.

Inspection handbook

Paragraph 12 **updated** with the new inspection blackout windows included:

Please note, there will be no inspections under the Catholic Schools Inspectorate scheduled for the first two full working weeks of the autumn and spring terms or the last full working week of the summer term.

Paragraph 17 **updated**, with the following text added:

When a school has a head of school and an executive headteacher, the most senior person available should be informed. If this is not the executive head of the school, then arrangements should be made to inform them also.

Template 3: Lead Inspector phone call gives school a list of what to expect during this longer conversation. This is available for download in the school section of the CSI website.

For schools in a multi-academy trust, the lead inspector should also contact the CEO after the notification has been given to the school but before the inspection begins. This should be done via phone or video call. This discussion with the CEO has two purposes. The first is to inform them that the inspection is taking place. The second is to inform the evidence base in relation to the leadership and governance of the school. This conversation should be recorded on an EF. The CEO should also be copied in to the notification email and receive a copy of the inspection report from the diocese once it is published.

Inspection report template **updated** to include executive headteacher and head of school for those schools with such a leadership structure.

Inspection report template **updated** to add chair of local governing committee as one of the options in the field for the chair of governors

Paragraph 24 **updated** to include the following in relation to off-site provision:

Please be aware that some schools may have pupils on roll who are educated off-site. While it may not be practical for inspectors to visit this off-site provision, inspectors should ensure that these pupils are not overlooked when gathering evidence. School leaders should be able to provide inspectors with information on these pupils to establish parity of provision and outcomes with the rest of the pupil population.

Paragraphs 94 and 98 **updated** to include reference to the Laudato Si' Champions resource produced by St Mary's University.

Appendix 6.1 Deferral policy, **updated** to in the following ways:

- title **changed** to *Appendix 6.1: Deferral and pause policy*
- definitions of 'deferral' and 'pause' **added** at the beginning of the policy document
- document **updated** and divided into a section on deferral and a section on pausing
- in the deferral section, outdated reference to avoiding inspection in autumn 2023 due to RAAC **removed**
- bullet **added** to make clear that only a headteacher should make the deferral request, even for schools in a MAT.
- section on pausing inspection **added**
- section on recording deferral and pause requests **added**

Appendix 7.1 What compliance with the Catholic Bishops' Conference of England and Wales requires in relation to religious education, updated to include the following:

Please note that all students, even those studying for an A level in religious studies, must receive a general/core religious education.

Appendix 7.2 Checking compliance with the formally promulgated directives ('additional requirements') of a diocesan bishop, Footnote 31 **updated** to read:

Some dioceses have already promulgated directives. All dioceses will be doing so during the academic year 2025-2026, with all additional requirements being replaced with directives by September 2026. In the interim, while dioceses have additional requirements that have not been formally promulgated as directives, these must be similarly clearly set out, properly consulted upon, and made clear to schools in a timely manner.

Appendix 11.1 Safeguarding Policy **updated** in the following ways:

- Introduction. Next review date **updated** to August 2026
- Footnotes 33-35 **added** with links to the most recent versions of the source documents used as the basis for the safeguarding policy.

Appendix 11.2 Safeguarding concerns: guidance for inspectors **updated** to include the following paragraph in relation to disclosures made via anonymous surveys:

Please note, it is also possible that safeguarding disclosures may be made using the anonymous parental or staff survey. All those who submit these forms are notified that safeguarding disclosures should be made in person or in writing, and not via these anonymous surveys. Nevertheless, disclosures may still be made using these forms. In such circumstances please pass on all concerns in accordance with the school's own safeguarding policy, as outlined below for other kinds of disclosure. Please also record it on the CSI Safeguarding Disclosure/Incident pro forma (Template 15), as with all other kinds of disclosure (see below).

Template 03: Lead inspector phonecall **added** to templates for schools

Template 03.1 **updated** to include head of sixth form as a person with whom discussions should be held in a school that has a sixth form.

Template 08.2 Parental Survey **updated** in the following ways:

- Branching **added** to reveal an adapted version of the survey for use in Catholic sixth form colleges.
- Likert scale responses (strongly disagree - strongly agree) **re-ordered** so that results will display in a more intuitive way.
- Likert scale responses **amended** to absorb 'don't know/not applicable' into the neutral category, so that responses to questions can be more easily compared at a glance.
- Online version of the form **updated** to match all changes to the template

Template 08.3 Staff Survey **updated** in the following ways:

- Branching **added** to reveal an adapted version of the survey for use in Catholic sixth form colleges.
- Questions **added** to ascertain whether the school or college has been inspected before, and whether the person completing the survey was a member of staff when the school or college was last inspected.
- Branching **added** to reveal some questions only to those people who were present in the school or college when it was last inspected.
- Question **added** to ascertain whether the person completing the survey teaches RE
- Branching **added** to reveal some questions only to those who teach RE.
- Likert scale responses (strongly disagree - strongly agree) **re-ordered** so that results will display in a more intuitive way.
- Likert scale responses **amended** to absorb 'don't know/not applicable' into the neutral category, so that responses to questions can be more easily compared at a glance.
- Online version of the form **updated** to match all changes to the template

Template 08.2 Parental Survey and *Template 08.3 Staff Survey* **updated** in the downloadable templates and in the electronic online version of the form to include the following text after submission:

Your response was submitted.

Please note that while any safeguarding concerns submitted using this anonymous survey will be recorded, it may not be possible to investigate them fully or properly without being able to speak to you further. If you have

any safeguarding concerns, please raise these directly, either in person or in writing.

*Template 09.2 Final feedback template, concluding statement, bullet no 3 **amended** to remove reference to number of days. It now reads:*

After the quality assurance work is completed, the school will receive the report to check for factual inaccuracies. At this stage it remains confidential and leaders must ensure that the report is not shared with anyone other than those outlined above, or published under any circumstances

Admin guidance

Paragraph 7 **updated** with the new inspection blackout windows included:

There will be no inspections under the Catholic Schools Inspectorate scheduled for the first two full working weeks of the autumn and spring terms or the last full working week of the summer term.

Paragraph 32 **updated**, to make it consistent with the guidance added in paragraph 17 of the inspection handbook, in relation to executive headteachers and heads of school, and with the new requirement to log all deferral and pause requests. The following text was added:

If a school requests a deferral, please follow the guidance outlined in Appendices 6.1 and 6.2 of the inspection handbook. All deferral requests and their outcomes must be recorded using Template 06: Record of deferral and pause requests and a copy of this submitted to the inspectorate using the online form referenced in this template. When a school has a head of school and an executive headteacher, the most senior person available should be informed. If this is not the executive head of the school, then arrangements should be made to inform them also.

Paragraph 38 **added**, in reference to pause requests. All subsequent paragraph renumbered.

Paragraph 48 **updated** with the requirement to send the report to CEO for schools in a MAT added.

Template 05: Responding to a request to pause an inspection **added**

Template 06: Record of deferral and pause requests **added**