



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

**September 2024**

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

## Version Control

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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 clarifies the roles, responsibilities, and expectations of the three parties (peer inspector, employer and Estyn) regarding peer inspectors' involvement 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 crucial that peer inspectors inform Estyn of any changes to their contact details or employment status. 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 information and update their preclusions, the peer inspector must also complete a new Employer Endorsement form (EEF) and return this to Estyn. Peer inspectors must continue to be employed on the senior leadership pay spine to be eligible to continue to be deployed on inspections. If they are no longer in a senior leadership role, they must inform Estyn's planning team as soon as possible.
- 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 who may be leading a core inspection, will have access to the information held 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 remain employees of their respective employers and shall not be considered employees of Estyn. Peer inspectors must not present themselves as being Estyn Inspectors, employees, agents, or spokespeople 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 starts when an individual is selected 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 their new employer and Estyn.
- 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 and will be removed from our list.
- 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 before the termination date.
- 11 When the agreement ends, 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 must apply to Estyn, with support from their employer or school or PRU (endorsement not required for independent schools). The employer must certify the applicant as a proven and effective teacher with relevant experience (outlined in Annex A). By agreeing to train and initial assess a staff member as a peer inspector, the school or PRU commits to releasing them for training, preparation and deployment as specified in this agreement.
- 13 All peer inspectors involved in training and inspection activity must have received Enhanced Disclosure and Barring Service (DBS) clearance through their employer within the last three years. This means that to continue with their peer inspector status, each peer inspector is expected to renew their DBS every three years. Estyn may verify this at any time. If peer inspectors are part of the update service, they must grant Estyn written permission to access their online DBS certificate every three years to maintain their status. Employers and issuing authorities must advise Estyn of any concerns regarding an inspector's suitability to participate in inspection activity. 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. Estyn's expectation is that peer inspectors attend annual update training. Peer inspectors who miss this training for two consecutive years will be removed from our list of inspectors. To be reconsidered for deployment, they must complete the initial peer inspector training again. At the beginning of a new inspection cycle, attendance at update training is compulsory prior to deployment in schools. Non-attendance at compulsory update training at the beginning of a new inspection cycle will also result in peer inspectors being removed from our list of inspectors.

## **Deployment**

- 17 The employer should work in partnership with Estyn to allow 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.

## **Health and safety**

- 18 The employer will ensure that its nominated peer inspectors are of good character and have demonstrated their ability to work safely. They maintain legal obligation to ensure the safety of peer inspectors, even during visits to other schools/PRUs or training programmes.

## **Indemnity**

- 19 The employer agrees to cover and protect Estyn, the Crown and/or its Ministers from any:
  - (a) costs and damages including economic and indirect losses, and other liabilities incurred by any of them.; and/or
  - (b) claims or legal actions brought against any of them by a third party; and/or

- (c) claims or legal actions brought against any of them by or on behalf of a peer inspector, if the loss or harm was caused by the negligence of that person. These responsibilities arise from the peer inspector's participation in the programme.

## Responsibilities of Estyn

### Estyn agrees to the following:

#### Selection and recruitment

- 20 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 2024-2030 inspection cycle will be qualified to be a peer inspector and will be required to attend all annual update training and conversion events.

#### Training

- 21 Estyn will provide a training and assessment programme for aspiring peer inspectors. Only those who meet Estyn's expectations of inspectors and complete the assessment successfully will become peer inspectors. To ensure continued eligibility for training updates, peer inspectors must hold a valid DBS certificate issued within three years prior to the event.

#### Deployment

- 22 Peer inspectors will be deployed for a maximum of:
- 3 - 3.5 days for a single primary, special school or PRU inspection
  - 4 - 4.5 days for a federated or all-age school inspection
  - typically, no more than three inspections per academic year

Additional deployments beyond three inspections will require separate employer agreement which will be obtained via email from the employer.

- 23 Estyn encourages peer inspectors to take advantage of opportunities to undertake inspection activity. They will normally receive a term's notice for participation in core inspections, follow-up visits or thematic surveys.

- 24 Peer inspectors declining three consecutive invitations will normally be removed from the list of Peer Inspectors. To be reconsidered for deployment, they must complete the initial training again.
- 25 The Inspection Co-ordinator (IC) serves as the primary contact before inspections, while the Reporting Inspector handles communication with peer inspectors during and immediately after inspections.

**Evaluation**

- 26 At the end of each inspection, the Reporting Inspector will assess the performance of all contracted members of the inspection team, including the peer inspector. Peer inspectors will be evaluated on the quality assurance policy and guidance on the Estyn website.
- 27 If a peer inspector's work shows 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 expectations of inspectors, they will not be deployed on further inspections and will be removed from the list.

**Health and safety**

- 28 In line with health and safety legislation and guidance, Estyn requires that the school/PRU being inspected has conducted thorough health and safety risk assessments prior to inspection.
- 29 Health and safety matters are included in the peer inspector training program.

**Expenses**

- 30 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>Combined Lunch and dinner</b>	<b>Up to £36</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.**

- 31 Estyn will offer accommodation to peer inspector who live more than 40 miles away from the inspection. Travel costs incurred for initial training and assessment courses will be reimbursed to prospective peer inspectors.



- 32 Estyn will not reimburse peer inspectors for travel and subsistence costs for update training events.

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

- 33 Estyn will contribute £150 per day for teacher release for the period of time on-site inspections at school or PRUs. This includes peer inspectors joining as a team member for one day, for example to inspect ALN provision. Estyn does not pay supply cover for participation at Estyn training courses.

#### **Conflicts of interest**

- 34 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 any potential conflicts and notify the Inspection Co-ordinator if they become aware of any conflicts during an inspection.

## C Responsibilities of peer inspectors

### The peer inspector agrees to the following:

#### Training

- 35 Peer inspectors are required to engage in a comprehensive training and assessment programme, which will involve:
- **Pre-course activity meeting**  
Prior to face-to-face assessment days, inspectors will attend either an online or in-person meeting to familiarize themselves with the inspection framework.
  - **Pre-course reading and tasks**  
Prospective peer inspectors will familiarise themselves with Estyn's key documents such as 'How We Inspect?' and 'What we Inspect?' for either maintained schools and PRUs or independent schools.
  - **Two days training modules and assessments**  
Inspectors will undergo both verbal and written assessments, which can be conducted online or in-person.
  - **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 to be considered for further deployment.
- 36 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 update training courses.
- 37 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. Attendance at these events is mandatory. Estyn's expectation is that peer inspectors attend annual update training. Peer inspectors who miss annual update training will not normally be deployed on inspection activity. At the beginning of a new inspection cycle, attendance at update training is compulsory prior to deployment in schools or PRUs,

#### Deployment

- 38 Peer inspectors must have undergone an Enhanced Disclosure and Barring Service (DBS) check within the last three years under the Child Workforce category. They must inform Estyn of any relevant information regarding their DBS clearance. Peer inspectors should refer to Estyn's policy on the use of the Disclosure and Barring Service on Estyn's website.

- 39 Peer inspectors are not only trained to understand the inspection process but are also expected to actively engage in inspection activities. As previously stated, if a peer inspector declines offers of deployment offers three consecutive times, Estyn normally removes them from the list of peer inspectors and they will not be invited to attend any further update training events.
- 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 should examine key documents as specified 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 required 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 assess the peer inspector's performance, allowing them to conduct a self-assessment. The process includes an overall evaluation by the Reporting Inspector/HMI. Details on evaluation procedures will be provided during initial training event and can be found on Estyn's website.
- 43 If a peer inspector's work has significant shortcomings, Estyn will offer additional professional learning opportunities for support. However, persistent shortcomings or breaches of Estyn's expectations of inspectors will result in the peer inspector not being 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. They must ensure their own safety and consider the safety of others involved in the inspection. Further details are included in **Annex C**.
- 45 Peer inspectors are expected to take responsibility for their own safety, respect 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 The Reporting Inspector will assign specific tasks to peer inspectors at the beginning of the inspection which may include working at multiple sites in the case of federated schools.

### **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 2019 (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 (10 or above)
  - an internet web browser (Edge, Chrome or Firefox)

**Note: to successfully use the VIR system of Judgement Form templates you need to have a full version of MS Word 2019 (or later)**

- 50 The VIR system is designed for Microsoft platforms, posing potential challenges for Apple Mac users attempting to use the 'PC emulation' feature. Tablets, including iPads, are currently incompatible.
- 51 Peer inspectors will provide an electronic copy of a judgement form containing their inspection findings and supporting evidence. This form must be provided in Microsoft Word 2019 (or later) and use the template provided through the Virtual Inspection Room at the start of the inspection. All information and evidence remain 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.

### **Expectations of Inspectors**

- 54 Peer inspectors will work in accordance with the expectations of inspectors and will:
- be courteous and professional
  - establish and maintain appropriate professional boundaries when talking to both children and adults
  - carry out their work with integrity, respect and due sensitivity
  - take all reasonable steps to prevent undue anxiety and to minimise stress during inspection activity
  - evaluate the work of the provider objectively using clear and robust evidence
  - report honestly, fairly and impartially without fear or favour
  - communicate clearly and openly

- act in the best interests of learners
- respect the confidentiality of all information received during the course of their work
- respond appropriately to reasonable requests

It is important that we evaluate the effectiveness of provision and leadership on their impact and not on the basis of any preferences for particular methods. The key to our evaluations is whether the methods and organisation are fit for the purpose in supporting all pupils to achieve high standards and strong levels of wellbeing.

### **Conflicts of interest**

- 55 Peer inspectors must disclose and share any possible personal or professional conflicts of interest related to other schools or PRUs before participating in training events. These conflicts include any prior or current contacts, relationship, or knowledge of other schools or PRUs and any duties undertaken as external verifiers. Additionally, peer inspectors must advise Estyn of any change to their status as soon as it occurs.
- 56 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 schools and PRUs, PIs **must**:

- be employed on the senior leadership pay spine – this role would be held by a headteacher, deputy headteacher or assistant headteacher in a maintained school primary or special school or the equivalent in independent 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

### **Peer inspectors should possess:**

- honesty, integrity and propriety
- effective oral and written communication skills
- proficient ICT skills
- logical thinking and gathering of thoughts
- careful consideration of evidence
- sound judgement
- ability to explain and defend evaluations
- teamwork skills
- flexibility and willingness to adapt
- commitment to maintaining absolute confidentiality

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

To inspect Welsh language and bilingual schools or PRUs, peer inspectors must successfully pass all aspects of the initial training course in written and spoken Welsh. Those who meet these requirements will be eligible to be deployed on inspections in either Welsh, bilingual or English language schools or PRUs.

**Maintained schools and PRUs - becoming Additional Inspectors for Estyn**

Experienced peer inspectors who have successfully completed three or more inspections may apply to transition to the role of an Additional Inspector for Estyn upon leaving position in an education provider in Wales. They 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.

**Maintained schools and PRUs - becoming a Registered Inspector for Estyn**

Experienced peer inspectors who have conducted three or more inspections and have received grades A/B on their IEF's are eligible to apply for the role of registered lead inspector. To become a registered inspector, they must successfully complete an assessed training course and inspection, details of how to apply can be found on Estyn's website under current vacancies. 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. However, upon leaving their school, they can no longer serve as a peer inspector, unless they moving to another school and continue to be employed on the senior leadership pay spine. Nonetheless, they can continue to pursue opportunities to work as registered inspectors.

## **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 task may include:

- observing sessions and other activities
- listening to learners
- scrutinising samples of work
- engaging in discussions with staff and others
- examining documents
- evaluating the impact of the provider's policies, plans and procedures
- leading on an inspection area or aspect

Peer inspectors will visit classes and undertake learning walks and other inspection activities in the same way as other team members and will contribute to the team's evaluation 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 team input form provided in the VIR.

Peer inspectors will primarily be senior leaders in schools or PRUs in Wales with at least 2 years' experience in this post as well as a minimum of five years of teaching experience. They will also be up to date with ongoing developments and education reform in 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



## Peer inspector's responsibilities

### Peer inspectors are expected to :

- understand the sector guidance for school/PRU inspections
- adhere to the code of conduct for inspectors
- be acquainted with the protocol and guidance for their role
- read the pre-inspection briefing note and other relevant documents
- complete inspection documentation, including electronic forms
- participate in inspection team meetings
- lead inspection areas assigned by the Reporting Inspector
- draft report sections as directed
- attend feedback meetings with the school/PRU during the inspection week
- maintain confidentiality of inspection information
- apply and follow Estyn's safeguarding procedures at all times

### Peer inspectors are not be required to:

- attend pre-inspection meetings
- attend meetings after the on-site inspection
- review additional evidence post on-site inspection

### Reporting Inspectors are responsible for:

- contacting peer inspectors
- clarifying peer inspectors' roles
- ensuring that peer inspectors have access to relevant documentation via the VIR
- informing the provider about peer inspectors' roles
- planning peer inspectors' tasks during on-site inspection
- integrating peer inspectors fully into the team
- ensuring that peer inspectors are briefed on meeting and inspection arrangements
- ensuring the quality of peer inspectors' work
- providing feedback on peer inspectors' performance
- ensuring that peer inspectors adhere to Estyn's core values and policies, including 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>➤ assist the Reporting Inspector throughout inspections.</li> <li>➤ participate in team meetings.</li> <li>➤ evaluate pupils' work.</li> <li>➤ conduct class observations and learning activities.</li> <li>➤ listen to students.</li> <li>➤ complete necessary documentation.</li> <li>➤ engage in professional discussions with teachers post-observation.</li> <li>➤ contribute to identifying the providers strengths and areas for improvement</li> <li>➤ contribute to report compilation with evidence.</li> <li>➤ ensure the Reporting Inspector receives all required documentation.</li> <li>➤ attend feedback meetings and provide assistance as necessary.</li> <li>➤ return all inspection documents promptly.</li> <li>➤ for independent school peer inspectors - evaluate compliance against the Independent School Standards (Wales) Regulations 2024</li> </ul>
<b>The Reporting Inspector</b>	<ul style="list-style-type: none"> <li>➤ supervises the peer inspector's work and offers assistance when needed.</li> <li>➤ ensures the peer inspector's active participation in the inspection process.</li> <li>➤ facilitates the peer inspector's contribution to corporate assessments</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
- in independent schools will not be deployed if their school is not compliant with ISSR

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 ensures that the provider informs the inspection team about their health and safety protocols, including evacuation procedures and precautions in high-risk areas. No inspection activities commence without a 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, if we identify a complex or serious site management or safeguarding concern whilst visiting a provider, we follow procedures outlined in our safeguarding guidance for inspection.

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 drive to various sites or training locations. They must ensure their vehicle is roadworthy, insured and has access to breakdown assistance. Those who don't drive or prefer not to during inspections should inform the Reporting Inspector beforehand.