

Peer Inspector Memorandum of Understanding for initial teacher education (ITE)

September 2021

Version Control

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1.1	Hannah Roderick	January 2019	Amendment to probation inspection grade, personal information and travel and subsistence.
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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, partnership/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 address, names, addresses, 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 peer inspector profile with their new organisation and also 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 list for deploying peer inspectors and for sharing information with peer inspectors about developments in Estyn 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 at all times remain an employee of the partnership/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 partnership/employer and peer inspector.

7 In these terms and conditions 'peer inspector' means the individual who has applied for this specific role and 'partnership/'employer' means the organisation or employer which completed the supporting declaration / employment endorsement form to support this 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 peer inspectors change ITE partnership. In the case of changing ITE partnership, peer inspectors will need to apply to enter into a new agreement with Estyn and the new ITE partnership.

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, peer inspectors will be removed from Estyn's list of approved peer inspectors.

A Responsibilities of the employer

The employer agrees to the following terms and conditions:

Selection and recruitment

12 The partnership/employer will submit to Estyn its application. This will be supported by a reference from the Head of ITE for applicants from the university and the Chair of Governors for applicants from school. Partnerships/employers will also need to certify that the applicant is a proven and effective teacher educator. In agreeing to the training and initial assessment of a member of staff as a peer inspector, the partnership/employer 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 in order 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 peer inspectors to enable them to attend the training programme, which will involve:

- pre-course activity meeting; this can be an on-line or face-to-face activitypre-course reading and tasks
- two days' training modules and assessments; this can be an on-line or face-to-face activity
- 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 attendance at an annual one-day update course 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 update 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 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 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 inspectors' work has significant shortcomings they will be supported in the first instance by Estyn through additional 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 nominees 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 employers and participating in peer inspector programmes.

Indemnity

21 The employer shall indemnify and keepEstyn, 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 peer inspectors was caused by the negligence of that Indemnified Person) all claims, actions and proceedings brought against an Indemnified Person by or on behalf of peer inspectors inspector; in each case arising directly or indirectly as a result of or in connection with peer inspectors 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 may be placed on Estyn's website. Estyn may also contact ITE partnerships/employers and invite applications for training for potential peer inspectors. Estyn will consider all applications and invite suitable applicants for training. They will be identified on the basis of the criteria set out in **Annex A**.

Training

23 Estyn will provide a training 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 (issues within three years of the event) will be invited to update training.

Deployment

24 Estyn will normally deploy peer inspectors for a maximum of 20 days on any one inspection: up to 10 days on the partnership-based inspection and up to 10 days on the school-based inspection. The partnership and school-based parts of the inspection will normally take place in different terms over the period of one academic year. Peer inspectors will not be deployed on an additional inspection without the agreement of the partnership/employer.

25 Estyn will normally provide a term's notice to peer inspectors and their partnership/employer 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 peer inspectors' 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 provider 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 will be 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 using the following rates:

Car Mileage	**55p per mile**
Lunch (max)	**up to £9**
Combined Lunch and dinner	**Up to £36**
Evening meal (overnight stay if more than 40 miles away from home)	**Up to £27**

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 courses.

Funding of teacher release

34 Estyn will contribute £150 per day for teacher release for the period of time on-site at the provider being inspected but not for participation in training courses.

Conflicts of interest

35 Estyn will not deploy peer inspectors on inspection of employers where there is a conflict of interest. Conflicts include any previous or existing contacts, relationship or knowledge of other employers 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.

C Responsibilities of peer inspectors

Peer inspectors agree to the following:

Training

36 Peer inspectors agrees to attend 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 in order 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 that peer inspectors will not be offered deployment opportunities until they have undertaken update training, unless there are exceptional circumstances.

Deployment

1 Peer inspectors will confirm that they are subject to an enhanced Disclosure and Barring Service (DBS) clearance certificate 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.

39 Prior to the inspection, peer inspectors will be required to become familiar with the team briefing letter from the Reporting Inspector, which sets out the basic information on the provider of the inspection. Early in the inspection peer inspectors will need to examine key documents that are identified by the Reporting Inspector.

40 This information will be available in the provider'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 documentation before the inspection week.

Evaluation

41 At the end of each inspection, the Reporting Inspector/HMI will complete an evaluation of the performance of peer inspectors. The process will provide an opportunity for peer inspectors to complete a self-assessment. The Reporting Inspector 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.

42 If peer inspectors' 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

43 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**.

44 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

45 Peer inspectors will work alongside, and under the guidance of, the Reporting Inspector conducting the particular inspection.

46 Duties of peer inspectors are identified in **Annex B** in the Protocol and guidance for peer inspectors.

47 Specific tasks for peer inspectors will be allocated by the Reporting Inspector at the start of the inspection. This may involve working on more than one site.

VIR software requirements

48 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).

49 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.

50 Peer inspectors will provide an electronic copy of the 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.

51 Peer inspectors must agree to adhere to Estyn's Information Assurance Policy, which is available on the website.

Safeguarding

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

Code of Conduct

53 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 the course of their work

54 Provider-specific information and documentation may not be shared with or copied for any person unconnected with the inspection. The evidence base of the inspection as described in the guidance documents is the property of Estyn.

55 Subject to the need for confidentiality as set out in **Annex B**, peer inspectors may share with their own provider knowledge gained during the course of the inspection about Estyn's processes and procedures. However, if they wish to share specific documentation or examples of practice observed during the course of the inspection, then they must gain the permission of the provider concerned.

56 Peer inspectors are encouraged to use the experience gained through training and deployment as a peer inspector in their own provider to help with the process of improvement and developing and implementing self-evaluation procedures.

Conflicts of interest

57 Before participating in the training events, peer inspectors will declare any possible personal or professional conflicts of interest they might have in respect of other providers. These conflicts include any previous or existing contacts, relationship or knowledge of other employers and any duties undertaken as external verifiers. Subsequently, peer inspectors must advise Estyn of any change to their status as soon as it occurs

58 A peer inspector will not be deployed to a partnership/employer 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 will be currently employed in providers in Wales and normally:

- be senior leaders or middle leaders with significant responsibility for ITE in Wales
- be effective practitioners with at least three years' experience working in ITE in Wales
- be of good character and have demonstrated their ability to work safely
- have up-to-date knowledge (relevant to the sector concerned)

The essential attributes of peer inspectors include:

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

All peer inspectors for Initial Teacher Education must hold Qualified Teacher Status.

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 Welsh language initial training course.

Peer inspectors who successfully pass all aspects of the Welsh language initial training course 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 that they wish to be considered for the role of Additional Inspector. The appointment will be at the discretion of the relevant Estyn Assistant Director.

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. Peer inspectors are full members of the team and will have the same range and type of responsibilities as other team members.

Peer inspectors will visit a sample of sessions/classes 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, peer inspectors are required to submit before leaving the provider at the end of the inspection, the required evidence and judgements on electronic judgement forms provided in the VIR.

The participation of peer inspectors in inspection:

- contributes to the expertise of inspection teams and enhances providers' ownership of the inspection process
- promotes providers' understanding of inspection
- enables the sharing of good practice
- helps to develop the skills providers 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 are as a full member of the inspection team and 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 part of an inspection area and/or line of inquiry
- 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 Initial Teacher Education
- act in accordance with the code of conduct for inspectors

- be familiar with this protocol and guidance on the role of peer inspectors
- have an understanding of the pre-inspection briefing note, and any other documentary evidence including any performance information
- complete inspection documentation including electronic evaluation forms
- contribute to meetings of the inspection team
- lead on an inspection area or part of an inspection area and/or particular lines of enquiry
- 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 provider on whole provider aspects
- respect the confidentiality of all information received during the course of the inspection

Peer inspectors will not be required to:

- attend pre-inspection briefing meetings
- 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
- ensure that peer inspectors are aware of the arrangements for team meetings and for other activities, such as the scrutiny of students' work
- plan the work of peer inspectors during the 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

The peer Inspector	➢ becomes familiar with the sector guidance ➢ becomes familiar with this protocol and guidance on the role of peer inspectors ➢ receives instructions for accessing the Virtual Inspection Room in order to gain access to all necessary documentation
The Reporting Inspector	➢ receives name and background information on peer inspectors and allocates roles and responsibilities to peer inspectors ➢ checks that the Inspection Co-ordinator has arranged for the peer inspector to access the Virtual Inspection Room prior to the start of inspection

During the inspection

The peer inspector	➢ as instructed by the Reporting Inspector, undertakes the same tasks as other team members in the team meeting before the inspection starts ➢ works throughout the inspection under the direction of the Reporting Inspector ➢ participates in team meetings ➢ examines students' work ➢ undertakes observations of sessions / classes and other learning activities ➢ listens to learners ➢ completes all documentation as appropriate; ➢ undertakes a professional dialogue with staff after lesson observations ➢ contributes to the writing of the report ➢ attends any feedback meetings on whole-employer aspects held during the inspection week and, where appropriate, assists in providing feedback in relation to their aspect
The Reporting inspector	➢ monitors the work of peer inspectors and provides support as appropriate ➢ ensures that peer inspectors are fully involved in the inspection ➢ ensures that peer inspectors contribute to the corporate judgements

At the end of the inspection and before leaving the employer

The peer inspector	➢ ensures that the Reporting Inspector receives all relevant written documentation in the prescribed format ➢ completes the self-assessment section of the inspector evaluation form (IEF) ➢ returns all employer and inspection documentation
The Reporting inspector	➢ provides feedback to peer inspectors about the quality of their work during the inspection and completes the inspector evaluation form (IEF).

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

Deployment of peer inspectors

Peer inspectors:

- will be deployed in providers that serve the same phase of education and training as their own provider
- will be deployed in a provider where there is no personal or professional conflict of interest
- will not be deployed if their employer is currently in a statutory category of follow-up

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

Training

The objectives of peer inspectors training course 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 making judgements.

Prospective peer inspectors will not be eligible to participate in the initial assessed training course to qualify as a peer inspector if their centre/employer 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.