

**POLICY TYPE: PRESCRIBED**  
**ACTION: FOR SCHOOL ADOPTION**

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**Southwark Diocesan  
Board of Education  
Multi-Academy Trust**  
Developing Church of England Education

# HR POLICY HANDBOOK

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## EMPLOYEES WORKING FOR OFSTED POLICY

## **1 BACKGROUND**

- 1.1 The Southwark Diocesan Board of Education Multi-Academy Trust recognises the vital work carried out by Ofsted and the impact this has on school improvement across the country.
- 1.2 We also recognise the benefits of employing staff who are also registered Ofsted Inspectors and the knowledge and experience they can share across our Trust.
- 1.3 Where a member of Trust staff wishes to register as an Ofsted inspector, they should seek approval from the Trust Chief Operating Officer.
- 1.4 Once registered with Ofsted, staff will be given a reasonable amount of paid discretionary leave per academic year to conduct inspections on behalf Ofsted.
- 1.5 Approval for this discretionary leave must be obtained from the Chief Operating Officer before it is booked.

## **2 PAYMENT ARRANGEMENTS**

- 2.1 Ofsted will make payments to the Trust at a set daily rate for staff that are released to carry out inspections.
- 2.2 Once payment has been received from Ofsted the Trust will pay 50% of the total payment to the member of staff through our payroll system (which will be subject to tax and national insurance contributions, but not pensionable).
- 2.3 The remaining 50% of the payment will be transferred to the budget of the school where the member of staff usually works.
- 2.4 The school will then have the discretion of what to use this additional funding for, however it will need to use a proportion of this to offset the additional Employer National Insurance contributions arising as a result of the additional payment to the member of staff.

## **3 RECORD KEEPING**

- 3.1 Records should be kept of all discretionary leave granted to enable staff to conduct inspections for Ofsted.

- 3.2 Records of the invoice between the Trust and Ofsted must also be kept and shared with the Head of Finance and relevant School Business Manager.

## **4 REVIEW OF THE POLICY**

This policy is reviewed annually by the Trust, which will monitor the application and outcomes of this policy to ensure it is working effectively.

