



Information note on Incidental Inspections, 2021/22

This information note provides guidance about the Inspectorate's work in supporting and advising teachers and schools on teaching and learning through incidental inspection visits. Incidental inspections continue to primarily focus on the quality of the educational provision experienced by learners in every-day school situations.

From this school year, the Inspectorate will, during incidental inspections, collect some information about the implementation of aspects of anti-bullying measures and the placing of pupils/students on reduced timetables in schools.

Incidental inspections take place against the background of the school's normal work, and are typically unannounced one-day inspections. Currently, schools receive advance notice, by telephone, of an incidental inspection in order to ensure that inspectors can comply with schools' COVID-19 Response Plan for visitors.

Inspectors adopt a flexible approach and take account of the context of the individual school in carrying out incidental inspections. During the incidental inspection, the inspector:

- Carries out **activities that are typically associated** with the incidental inspection i.e. observations of teaching and learning and provision of feedback, support and advice, Level 1 Child Protection Monitoring
- **Undertakes additional activities** related to the monitoring of anti-bullying measures¹ (*Anti-Bullying Procedures for Primary and Post-primary Schools, 2013*) and the monitoring of the placing of pupils/students on Reduced Timetables.

During the course of the incidental inspection, it would be helpful if a period of time could be set aside for discussion between the inspector and the principal in respect of these areas of focus, including the priorities of the school in relation to creating a positive school culture and climate.

Following the incidental inspection, the school will receive a **short written Note** in relation to the anti-bullying areas discussed. This Note will be issued via the Factual Verification (FV) process to the principal and chairperson of the board. Its contents can be used by the school to inform its anti-bullying measures and to take any necessary actions to strengthen these.

A short **webinar** has been developed by the Inspectorate to provide information on the monitoring of anti-bullying measures in schools. It can be accessed at the [Primary](#) and [Post-Primary](#) Anti-Bullying Webinar. The link to this Webinar was circulated to all schools via Easinet. Circulars 0032/2021 (Primary) and 0033/2021 (Post-primary and centres for education) also provide information on the areas of focus.

Links to guidance documents and circulars

[A Guide to Inspection in Primary Schools](#)

[A Guide to Inspection in Post-primary Schools](#)

[Circular 0032/2021](#)

[Circular 0033/2021](#)

¹ The minutes of board of management meetings will be reviewed as part of the monitoring of anti-bullying measures during the incidental inspection.