

# Elmsett C. of E. V.C.P. School

## Freedom of Information Act

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## Document Control

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## **1. INTRODUCTION**

We are aware that under the Freedom of Information Act 2000 (FOIA) we have a legal duty to supply certain information to enquirers and that we must be clear and proactive about the information we make public.

To do this we must produce a publication scheme, setting out:

- The classes of information we publish or intend to publish
- The manner in which the information will be published
- How to request information
- Payment for information

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

## **2. AIMS**

- To provide certain information to enquirers under the Freedom of Information Act 2000.
- To recognise that we have a duty to provide advice and assistance to anyone requesting information.
- To ensure that personal information is not made public.
- To work with other schools to share good practice in order to improve this policy.

## **3. RESPONSIBILITY FOR THE POLICY AND PROCEDURE**

### **Role of the Governing Body**

The Governing Body has:

- delegated powers and responsibilities to the Headteacher as 'Data Controller' for the school;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### **Role of the Headteacher and Senior Leadership Team**

The Headteacher and the Senior Leadership Team will:

- ensure all school personnel are aware of and comply with this policy;
- provide leadership and vision in respect of equality;

- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- report to the Governing Body on the success and development of this polic

#### **4. CATEGORIES OF INFORMATION**

Current published information is:

##### **School Prospectus**

- The name, address, telephone number, email address and website
- The type of school
- The names of the Headteacher and Chair of Governors and contact details
- The Admissions policy
- The school's ethos and values
- SEN policy
- The number of pupils on roll
- Attendance figures
- National Curriculum results for each Key Stage

##### **Governors' documents**

- Instrument of Government
- Minutes of meetings of the governing body and its committees

##### **Pupils & Curriculum Policies**

See list

##### **School Policies and other Information related to the school**

- The school's Ofsted Inspection Reports
- Post inspection action plan

#### **5. DEALING WITH A REQUEST FOR INFORMATION**

The Head will deal with written requests for information by:

Deciding if the request comes under one of the following Acts namely:

- Data Protection Act
- Environmental Information Regulations
- Freedom of Information Act

Deciding whether the school holds the information:

- providing the information if it has already been made public
- informing the enquirer if the school does not have that information
- deciding if information disclosed might affect the interests of a third party
- deciding if the estimated cost of complying with the request is acceptable
- ensuring that all personal information is excluded from a requested document
- consider if the request is annoying or repeated

## **6. REASONS FOR NOT COMPLYING WITH A REQUEST**

We accept the four reasons under the Freedom of Information Act for not complying with a request for information:

- that the requested information is not held
- the cost is acceptable
- the request is considered annoying or repeated
- that one or more of the exemptions apply

## **7. COMPLAINTS**

All complaints will be dealt with by the school's complaints procedure.

## **8. INFORMATION AVAILABILITY**

Documents can be downloaded from the school website or by contacting the school by letter, fax or email

## **9. PAYMENT FOR INFORMATION**

Information published on the website is free. A charge may be made for paper copies at the discretion of the school.

## **10. REPORTING REQUESTS**

All requests for information will be reported to the governors by the Headteacher.

## **11. FEEDBACK AND COMPLAINTS**

We actively encourage the views and suggestions from parents and the general public about how we can improve this publication scheme.

All complaints should be addressed to the Information Commissioner's Office which ensures that all organisations comply with Freedom of Information Act 2000.

## **12. RAISING AWARENESS OF THIS POLICY**

We will raise awareness of this policy via:

- the school website
- meetings with school personnel
- communications with home such as newsletters
- Headteacher reports to the Governing Body

## **13. TRAINING**

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning **equal opportunities**.

## **14. EQUALITY IMPACT ASSESSMENT**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

## **15. MONITORING THE EFFECTIVENESS OF THE POLICY**

The effectiveness of this policy will be reviewed by the Headteacher and SMT and the necessary recommendations for improvement will be made to the Governors.