



Freedom of Information Policy and Procedures

Signed on behalf of Emmanuel Community School

Review date: ...November 2023.....



Emmanuel Community School

Freedom of Information Policy

Background

The Freedom of Information Act 2000 came into effect on 1 January 2005. The aim of the Act is to open up the inner workings of government departments and public bodies - some of whom may have preferred to keep information to themselves. The general principle is that people have a right to know and should not have to demonstrate a need to know. The school and Governing Body is committed to the implementing the provisions of the Freedom of Information Act (2000) and related legislation. This provides a general entitlement to information that the school holds to any person subject to some exemptions.

The Act states specifically:

'Any person making a request for information to a public authority is entitled:

- a) to be informed in writing by the public authority whether it holds information of the description specified in the request, and
- b) if that is the case, to have that information communicated to him.'

The request must be dealt with within 20 days.

Scope

This policy applies to all information the school holds regardless of how it was created or received. It applies no matter what media the information is stored in, generally speaking however, the information may be on paper or held electronically.

Principles

- The school and Governing Body are committed to openness and transparency.
- Information which is subject to a request will be provided whether possible within the spirit of the Act.
- Advice and assistance will be offered to requesters when necessary.

Dealing with Requests

The school will offer advice and assistance to anybody who wishes to make a request. The school is committed to dealing with requests within statutory

guidelines. Requests will be dealt with within 20 school days, (which can be extended in specific circumstances on legal advice) or within 60 days when the school holiday period applies, whichever is the sooner.

The school will claim exemptions as appropriate whilst maintaining a commitment to openness, scrutiny and the public interest. The school will put in place an appropriate procedure for measuring the public interest when considering an exemption which requires such a test. Any request in writing will be considered a Freedom of Information request and be dealt with under this policy.

The school recognises that requests for environmental information may be made over the telephone and that different exemptions apply. The school reserves the right to charge for information requests in accordance with statutory guidelines, and implement statutory limitations on the amount of work a single request can generate. The school will refuse vexatious or repeated requests. This is a rare occurrence and further advice should be sought.

Whilst a request can be made in writing to any employee of the school, for monitoring purposes, the school would request that requests are directed to the Headteacher.

Relationship with the Data Protection Act

The school is under a legal duty to protect personal data under the Data Protection Act. The school will carefully consider its responsibilities under the Data Protection Act before releasing personal data about living individuals, including current and former staff members, pupils and parents.

Responsibilities

The Governing Body has responsibilities to make information available in accordance with the Act. Responsibility for compliance with this and related policies will rest with the Headteacher.

All staff have responsibilities to ensure that any request for information they receive is dealt with under the Act and in compliance with this policy. They are also responsible for good information handling practice and implementing records management policies and procedures as appropriate to their post.

Complaints about the handling of Freedom of Information requests will be dealt with under the school's complaint procedure.

Paying for information

Single copies of information covered by this publication are usually provided free unless your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed

publications or videos. We will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

Classes of Information Currently Published

School Prospectus – information published in the school prospectus.

Class	Description
School Prospectus	<p>The statutory contents of the school prospectus are as follows, (other items may be included in the prospectus at the school's discretion):</p> <ul style="list-style-type: none">• the name, address and telephone number of the school, and the type of school• the names of the headteacher, information on the school policy on admissions• a statement of the school's ethos and values• information about the school's policy on providing for pupils with special educational needs• number of pupils on roll• the arrangements for visits to the school by prospective parents

Pupils & Curriculum – information about policies that relate to pupils and the school

Class	Description
Partnership agreement	the school's responsibilities, the parental responsibilities and the school's expectations of its pupils for example homework arrangements
Curriculum Policy	Statement on following the policy for the secular curriculum subjects and religious education and schemes of work and syllabuses currently used by the school
SRE Policy	Statement of policy with regard to sex and relationship education
SEN Policy	Information about the school's policy on providing for pupils with special educational needs
Accessibility Plans	Plan for increasing participation of disabled pupils in the school's curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled pupils.
Racial Equality Policy	Statement of policy for promoting race equality
Collective Worship	Statement of arrangements for the required daily act of collective worship
Safeguarding Policy	Statement of policy for safeguarding and promoting welfare of pupils at the school.
Behaviour Policy and Anti- bullying	Statement of general principles on behaviour and discipline and of measures taken by the head teacher to prevent bullying.

School Policies and other information related to the school - This section gives access to information about policies that relate to the school in general.

Class	Description
Published reports of Ofsted referring expressly to the school	Published report of the last inspection of the school and the summary of the report
Post-Ofsted inspection action plan	A plan setting out the actions required following the last Ofsted inspection and where appropriate
School session times and term dates	Details of school session and dates of school terms and holidays
Health and Safety Policy and Risk Assessment	Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy

Complaints procedure	Statement of procedures for dealing with complaints
Performance Management of Staff	Statement of procedures adopted by the governing body relating to the performance management of staff
Staff Conduct, Discipline and Grievance	Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
Curriculum circulars and statutory instruments	Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the head teacher or governing body relating to the curriculum

If you are not satisfied with the assistance that you get or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints. They can be contacted at:

Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Enquiry/Information Line: 01625 545 700

E Mail: publications@ic-foi.demon.co.uk.

Website : www.ico.gov.uk