

# Shaftesbury Park Primary School Freedom of Information Policy



## Contents

Purpose .....	1
Data Gathering and Storage.....	1
Publication Scheme.....	2
Dealing with Requests for Information .....	2
Applying Exemptions .....	3
APPENDIX I – Guide to information available from Shaftesbury Park Primary School under the FOI model publications scheme .....	4

---

## Introduction

Shaftesbury Park Primary School will comply with the terms of the Freedom of Information Act 2000 and any other relevant legislation to ensure requests for access to information held by the school are treated in a manner that is fair and lawful.

It will abide by Wandsworth LA advice and guidance and the information and guidance displayed on the Information Commissioner's website: <https://ico.org.uk/>

## Purpose

The purpose of this policy is to set out guidelines for dealing with Freedom of Information requests.

This policy should be used in conjunction with the school's Whole School Data Protection Policy.

## Data Gathering and Storage

Information will only be gathered and stored for specified purposes.

In order to be able to respond to requests for information the school will implement effective records management policies to enable staff to identify whether data is held and, if it is, locate it quickly and easily.

The school's retention policies will be based on the guidance in the Information and Records Management Society's Records Management toolkit for schools 2019 and will be reviewed regularly in line with any updates to this toolkit.

Information held by the school will be regularly reviewed with a view to archiving or destruction, where appropriate.

## **Publication Scheme**

Shaftesbury Park Primary School will adopt and publish the appropriate model publication scheme, as recommended by the DfE and approved by the School Governing Body (see appendix 1).

## **Dealing with Requests for Information**

Theoretically any request for information is a request under the Freedom of Information Act, however this school has taken the decision that it will not consider any request that forms part of the normal pattern of work to be a Freedom of Information request. Only those requests which are considered to be outside the normal remit of the service provided will be recorded as Freedom of Information requests.

The school will assist applicants in making their request to have access to information held by the school.

Assistance will be given to applicants whose requests need to be transferred to another public authority (e.g. school, council, hospital).

The school will exercise its duty to confirm or deny the existence of requested data, subject to any exemptions that may apply.

The school will supply data requested within 20 working days (or in line with the Information Commissioner's current policy during school holidays), subject to any exemptions that may apply, and the estimated cost of complying with the request falling within the current defined charge limit. All requests for information will still be dealt with in compliance with the 20 working day deadline, whether they are recorded as Freedom of Information requests or not.

If a response will take longer than 10 working days to respond an acknowledgement will be sent to the person making the request, informing them when the information will be supplied. We recognise this does allow the school to exceed the overall 20 working day deadline.

The charge limit is currently £450, calculated at 18 hours work at a flat rate of £25 per hour, as set by government statute. If the estimated cost of complying with the request does not exceed this amount the school is not entitled to make a charge for fulfilling the request.

A designated member of staff will be responsible for ensuring requests are fulfilled within the stipulated deadline and recording details of the request on the school's tracking database.

Persons requesting data will be supplied with a copy of our complaints procedure upon request. Any complaints regarding Freedom of Information requests must firstly be addressed by the school. If, once we have had opportunity to reconsider our decision, we

believe the initial response was correct the applicant shall be entitled to take the matter to the Information Commissioner's Office and, ultimately, to an Information Tribunal.

Copies of data supplied will be retained for two years from the date it was put into the public domain.

We acknowledge the difference between a Freedom of Information request and Subject Access Request and will process both accordingly.

## **Applying Exemptions**

A full list of exemptions can be found at the Information Commissioner's website. There are two types of exemption - absolute and qualified. In practice there are very few which are likely to be applied by the education sector.

The decision to apply absolute exemptions will not be taken by individual members of staff but by a constituted group of at least three of the following: Chair of Governors, other governors, Headteacher, Deputy Headteacher(s), Assistant Headteacher.

The decision to apply qualified exemptions will not be taken by individual members of staff but by a constituted group of at least three of the following: Chair of Governors, other governors, Headteacher, Deputy Headteacher(s), Assistant Headteacher. Even if the group decides information should not be disclosed, a public interest test will be carried out when applying qualified exemptions, to decide whether the public interest in disclosure outweighs the objection to disclosure. If it does the information must be disclosed.

Advice will be sought from the London Borough of Wandsworth's Governance Team or Legal Services if there is any doubt as to whether information should be disclosed.

The school will keep a record of all requests received for monitoring purposes, noting:

- a) the date the request was received,
- b) name and contact details of the person or organisation making the request,
- c) the date the request was fulfilled or refused,
- d) the reason for any exemption being applied,
- e) the reason for any failure to meet the 20 day deadline.

Reviewed: March 2023

# APPENDIX I - Guide to information available from Shaftesbury Park Primary School under the FOI model publications scheme

---



## Shaftesbury Park Primary School

### Guide to information available from Shaftesbury Park Primary School under the FOI model publication scheme

#### 1. What is a Publication Scheme?

The Freedom of Information Act (2000) requires all Public Authorities (including schools) to produce a register of the types of information it will routinely make available to the public. This publication scheme follows a template approved by the Information Commissioner.

The scheme commits our school to:

- Proactively/ routinely publish information which is held by us falling within the “Classes” below (please see section 2).
- Specify the information which is held by the school and falls within the classifications below
- Explain how it will be made available to members of the public
- Review and update information the school makes available under this scheme on a regular basis
- Explain any fees chargeable for accessing the information
- Make this scheme publicly available
- Publish information held by the school that has been requested (unless not appropriate to do so)
- Publish information in a digital form that is capable of being re-used
- Make clear if any information is a relevant copyright work (under Section 19(8) of the Freedom of Information Act) and, in the case of the school being the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

#### 2. Classes of information

There are 7 classes of information we hold (see section 6 for details):

1. Who we are and what we do.
2. What we spend and how we spend it.
3. What our priorities are and how we are doing.
4. How we make decisions.
5. Our policies and procedures.

6. Lists and registers.
7. The services we offer.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

### **3. Making Information Available**

Information will be provided on the school website. Where it is impracticable to make information available on the school website or when an individual does not wish to access the information by the website, the school will indicate how information can be obtained by other means and provide it by those means (see Section 6).

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **4. Charging**

The purpose of this scheme is to make the greatest amount of information readily available at minimum inconvenience and cost to the public. Charges made by the school for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by law.

Charges may be made to cover our costs such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all circumstances (including the general principles of the

right of access to information held) justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations (2015), where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the school.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

## 5. Written requests

Information held by the school that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## 6. The Scheme

<b>Class 1 - Who we are and what we do</b>  <i>For example: Organisational information, staffing structures, locations and contacts. This will be current information only.</i>		
<b>Information to be published:</b>	<b>How to get a copy</b>	<b>Cost</b>
– Who's who in the school	Website	Free
– Who's who on the governing body and the basis of their appointment	Website	Free
– Instrument of Government/Articles of Association	Website	Free
– Contact details for the Head teacher and for the governing body via the school (named contacts where possible)	Website	Free
– School prospectus	Website	Free
– Staffing structure	Website	Free
– School session times and term dates	Website	Free
– Address of school and contact details, including email address	Website	Free

## Class 2 - What we spend and how we spend it

*For example: Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum*

Information to be published:	How to get a copy	Cost
– Annual budget plan and financial statements	Hard copy	0.52p per page (b&w) 0.54p per page (colour)
– Capital funding	Hard copy	0.52p per page (b&w) 0.54p per page (colour)
– Financial audit reports	Hard copy	0.52p per page (b&w) 0.54p per page (colour)
– Details of expenditure items over £2000	Hard copy	0.52p per page (b&w) 0.54p per page (colour)
– Procurement and contracts the school has entered into, or information relating to local authority purchases on our behalf	Hard copy	0.52p per page (b&w) 0.54p per page (colour)
– Pay policy	Hard copy	0.52p per page (b&w) 0.54p per page (colour)
– Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Hard copy	0.52p per page (b&w) 0.54p per page (colour)
– Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors	Hard copy	0.52p per page (b&w) 0.54p per page (colour)

<b>Class 3 - What our priorities are and how we are doing</b>  <i>For example: Strategies and plans, performance indicators, audits, inspections and reviews).</i> <i>Current information as a minimum</i>		
<b>Information to be published:</b>	<b>How to get a copy</b>	<b>Cost</b>
<ul style="list-style-type: none"> <li>– Performance data</li> <li>– Performance data supplied to the Government (or a direct link to the data)</li> <li>– The latest Ofsted report:               <ul style="list-style-type: none"> <li>○ Summary</li> <li>○ Full report</li> </ul> </li> </ul>	Website	Free
<ul style="list-style-type: none"> <li>– Performance management policy and procedures adopted by the governing body.</li> </ul>	Hard copy	0.52p per page (b&w) 0.54p per page (colour)
<ul style="list-style-type: none"> <li>– Schools future plans/School Improvement Plan</li> </ul>	Hard copy	0.52p per page (b&w) 0.54p per page (colour)
<ul style="list-style-type: none"> <li>– Safeguarding and child protection</li> </ul>	Hard copy	0.52p per page (b&w) 0.54p per page (colour)

<b>Class 4 - How we make decisions</b>  <i>For example: Decision making processes and records of decisions. Current and previous three years as a minimum</i>		
<b>Information to be published:</b>	<b>How to get a copy</b>	<b>Cost</b>
<ul style="list-style-type: none"> <li>– Admissions policy/decisions (not individual admission decisions)</li> </ul>	Website	Free
<ul style="list-style-type: none"> <li>– Agendas of meetings of the governing body and (if held) its sub-committees</li> </ul>	Hard copy	0.52p per page (b&w) 0.54p per page (colour)
<ul style="list-style-type: none"> <li>– Minutes of meetings (as above) - this will exclude information that is properly regarded as private to the meetings.</li> </ul>	Hard copy	0.52p per page (b&w) 0.54p per page (colour)



## Class 5 - Our policies and procedures

*For example: Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only*

Information to be published:	How to get a copy	Cost
<ul style="list-style-type: none"> <li>– <i>School policies including:</i> Bullying and Harassment Policy Guidance for Employees on Assault, Threats and Verbal Abuse Complaints Procedure Code of Conduct Disability Code Disciplinary Code Equal Opportunities Statement Grievance Procedure Health and Safety Policy Critical incident policy ICT Policy Sickness Code Unsatisfactory Performance Procedure Whistle-Blowing Policy Safer Recruitment Policy Performance Management Policy Teachers' Pay Policy Newly Qualified Teacher (NQT) Policy Charging and Remissions Policy Lettings Policy</li> </ul>	<p>Website Hard copy</p>	<p>Free 0.52p per page (b&amp;w) 0.54p per page (colour)</p>
<ul style="list-style-type: none"> <li>– <i>Pupil and curriculum policies, including:</i> Admissions Policy Race Equality Policy Safeguarding &amp; Child Protection Policies First Aid and Medication in School Policy Pupils in School with Medical Conditions Policy Intimate Care Policy Nappy Changing and Toilet Training Policy Equality Statement Sex Education Policy Special Educational Needs Policy Behaviour Policy Anti-Bullying policy Curriculum Policies</li> </ul>	<p>Website Hard copy</p>	<p>Free 0.52p per page (b&amp;w) 0.54p per page (colour)</p>
<ul style="list-style-type: none"> <li>– <i>Records management and personal data policies, including:</i> Whole School Data Protection Policy (including information sharing policies) Freedom of Information Policy</li> </ul>	<p>Website Hard copy</p>	<p>Free 0.52p per page (b&amp;w) 0.54p per page (colour)</p>
<ul style="list-style-type: none"> <li>– <i>Policies relating to the Governing body, including:</i> Register of business interests</li> </ul>	<p>Website Hard copy</p>	<p>Free 0.52p per page (b&amp;w) 0.54p per page (colour)</p>

<b>Class 6 - Lists and Registers</b> <i>For example: Currently maintained lists and registers only</i>		
Information to be published:	How to get a copy	Cost
– Asset register/Inventory	Hard copy	0.52p per page (b&w) 0.54p per page (colour)

<b>Class 7 - The services we offer</b> <i>For example: Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only</i>		
Information to be published:	How to get a copy	Cost
– Extra-curricular activities	Website	Free
– Leaflets and newsletters	Website	Free
– Summary of fees we charge for services such as photocopying and authorising official documents	Hard copy	Free 0.52p per page (b&w) 0.54p per page (colour)
– Additional Information e.g. Anything identified in addition to the above	Website Hard copy	Free 0.52p per page (b&w) 0.54p per page (colour)

## 7. Schedule of Charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
“Disbursement” cost	Photocopying/printing @ 0.52p per sheet (black & white)	Actual cost @ 0.52p per sheet (black & white)
	Photocopying/printing @ 0.54p per sheet (colour)	Actual cost @ 0.54p per sheet (colour)

	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Other		

**The prices quoted are the actual costs incurred by the school.**