



Dale Community Primary and Stonehill Nursery Federation

Freedom of Information Policy

Head Teacher: Louise Foster
Chair of Governors: Diane Williams
Policy Approved by: Governors Standards Committee

Policy reviewed by: Governors Standards Committee Date: 13 July 2021

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FREEDOM OF INFORMATION

Introduction

Dale Community Primary School and Stonehill Nursery School are subject to the Freedom of Information Act 2000 (FOI) as a public authority and as such, must comply with any requests for information in accordance with the principles laid out in the Act. This means that we must hold and publish a FOI Publication Scheme, to communicate what information we hold is readily available to the public and where it can be found. *All public authorities must also have processes in place to manage and FOI requests that are made.*

Freedom of Information Publication Scheme

Our publication scheme has been developed from the Information Commissioner's Office template documents. We aim to ensure that the publication of information is accessible for individuals. Much of the information is listed on our website; please see below for costs of printed/hard copies.

The publication scheme and the material it covers will be readily available in hard copy from the school office.

Schedule of charges under Freedom of Information Publication Scheme:

Type of Charge	Description	Basis of charge
Printing	A4 photocopying or printing (5p per sheet)	Actual cost 5p
	Postage	Royal Mail 1 st Class Postage

Please see our Charging Policy for full details: www.dale.derby.sch.uk/policies

Freedom of Information Requests

Any request for information will be considered to see if it meets the criteria of FOI. This is irrespective of whether or not the individual making the request mentions FOI. If the request is simple and the information is to be released, then the individual who received the request can release the information but must ensure that this is done within the timescale set out below.

A copy of the request and response should then be sent to the School Office on admin@dale.derby.sch.uk and they will co-ordinate any processes required. Please call 01332 760070 if you require any assistance. All requests under FOI are treated as if made by any member of the general public. Any information released will be within the public domain and may not be marked restricted or confidential.

Time Limits for FOI Requests

The school must respond as soon as possible or within 20 working days of the date of receipt of the request. When calculating the 20-working-day-deadline, a "working day" is a school day (one in which pupils are in attendance), subject to an absolute maximum of 60 normal working days (not school days) to respond.

Procedure for dealing with a request

All FOI requests should be forwarded on receipt to the specified co-ordinator in each school.

Initially it will be necessary to determine whether or not school hold the information requested. This might be in hard copy or digital media.

There may be occasions where information is held, but the process of extracting the relevant information would take considerable time. In those instances, the requester may be given the opportunity to refine the request based on the information given.

Part 1: Identifying the types of information

As an organisation we hold different types of information:

- Organisational information, welcome booklets, locations and contacts, constitutional and legal governance, schemes of delegation, trust and individual school arrangements.
- Financial information about income and expenditure, financial audit, funding agreements, procurement, tendering and contracts.
- Plans, strategies, aims & objectives, performance data, audits, inspections and reviews.
- Decision making processes and records of decisions, internal criteria and procedures
- Policies and procedures –protocols, policies and procedures for delivering services and compliance with our statutory and regulatory obligations.
- Lists and registers required by law and other key information.
- Details of our curriculum and wider educational offering

Part 2: Considering the nature of the request

FOI requests will be fully complied with unless an exemption applies. Common exemptions in the Freedom of Information Act 2000 include:

- Section 40 (1): The request is for the applicant's personal data. This must be dealt with under the subject access regime in the GDPR, see the Data Protection Policy and Privacy Notices.
- Section 40 (2): Compliance with the request would involve releasing third party personal data, in breach of the GDPR principles as set out in Data Protection Policy
- Section 21: Information that is already publicly available, even if payment of a fee is required to access that information.
- Section 22: Information school intends to publish at a future date.
- Section 43: Information that would prejudice the commercial interests of the school and / or a third party.
- Section 38: Information that could prejudice the physical health, mental health or safety of an individual (this may apply particularly to safeguarding information).
- Section 31: Information which may prejudice the effective detection and prevention of crime – such as the location of CCTV cameras.

Part 3: Responding to a request

When responding to a request where it is necessary to withhold some or all of the information, we will explain why the information has been withheld, quoting the appropriate section number and explaining how the information requested fits within that

exemption. If the public interest test has been applied, this will be set out. In these circumstances the requester can seek a review with the school and correspondence should be addressed in the first instance to the School Business Manager.

If anyone has any concerns, questions or complaints in relation to this policy or the publication scheme contained within it they should contact the Head Teacher on head@dale.derby.sch.uk

If you require a paper version of any information set out under the FOI Publication Scheme, or want to ask whether information is available, please contact us using the details below:

Contact Information:

As outlined above, please contact the School Office for any FOI requests. For more information, you can also visit our website www.dale.derby.sch.uk/GDPR

To help us process requests quickly, please mark correspondence with: 'FOI Request'. 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:

Information Commissioners Office

Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
(t): 0303 123 1113
(w): www.ico.org.uk