

# Swallownest Primary



## Freedom of Information Policy

We are aware that under the Freedom of Information Act 2000 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.

## 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.

## 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;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- 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;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and to report back to the Governing Body;
- 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, pupils and parents are aware of and comply with this policy;
- work closely with the link governor;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

## Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

## Categories of Information Published

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

### School Profile

- Successes this year
- Improvements to be made
- Pupil achievements at age 7
- Pupil achievements at age 11
- Analysis of results over the past three years
- Arrangements to ensure every child gets teaching to meet their individual needs
- A list of the activities and options available to all pupils
- Absence rates compared to other schools

- Pupils views of the school and how we have addressed these views
- The school's health, safety and well-being programme
- Working with parents and the community
  - Action plan for the last Ofsted inspection
  - Destinations of Y6 leavers

#### *Governors' documents*

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

#### *Pupils & Curriculum Policies*

- Home-School Agreement
- Curriculum Policy
- Sex Education Policy
- Special Education Needs Policy
- Accessibility Plans
- Race Equality Policy
- Collective Worship
- Child Protection Policy
- Pupil Discipline

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

- The school's Ofsted/Estyn Inspection Reports
- Post inspection action plan
- Charging and Remissions Policies
- School Session Times and Term Dates
- Health and Safety Policy and Risk Assessment
- Complaints Procedure
- Performance Management of Staff
- Staff, Discipline and Grievance
- Curriculum Circulars and Statutory Instruments
- Annex A - other documents

## 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 will exceed the appropriate limit
- ensuring that all personal information is excluded from a requested document
- consider if the request is annoying or repeated

## Reasons for not Complying with a Request

We accept the four reasons under the Freedom of Information Act 2000 for not complying with a request for information:

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

## Complaints

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

## Information Availability

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

## Payment for Information

Information published on the website is free. A charge has been fixed for Education Records at a maximum of £50.

## Reporting Requests

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

## 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.

## Raising Awareness of this Policy

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events

- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

## 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.

## 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.

## Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)



## Linked Policies

▪ Data Protection Procedures	▪ School Prospectus	▪ Governors
▪ Curriculum Policies	▪ School Policies	▪ Complaints

## Initial Equality Impact Assessment

Please complete an initial equality impact assessment once this policy has been customised to suit your purposes.

Policy Title	The aim(s) of this policy	Existing policy (✓)	New/Proposed Policy (✓)	Updated Policy (✓)
			✓	

This policy affects or is likely to affect the following members of the school community (✓)	Pupils	School Personnel	Parents/carers	Governors	School Volunteers	School Visitors	Wider School Community

Question	Equality Groups																								Conclusion					
Does or could this policy have a negative impact on any of the following?	Age			Disability			Gender			Gender identity			Pregnancy or maternity			Race			Religion or belief			Sexual orientation			Undertake a full EIA if the answer is 'yes' or 'not sure'					
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS						
																									Yes	No				
		✓			✓			✓			✓			✓			✓			✓			✓			✓				✓

<b>Does or could this policy help promote equality for any of the following?</b>	<b>Age</b>			<b>Disability</b>			<b>Gender</b>			<b>Gender identity</b>			<b>Pregnancy or maternity</b>			<b>Race</b>			<b>Religion or belief</b>			<b>Sexual orientation</b>			<b>Undertake a full EIA if the answer is 'no' or 'not sure'</b>				
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓			✓				✓
<b>Does data collected from the equality groups have a positive impact on this policy?</b>	<b>Age</b>			<b>Disability</b>			<b>Gender</b>			<b>Gender identity</b>			<b>Pregnancy or maternity</b>			<b>Race</b>			<b>Religion or belief</b>			<b>Sexual orientation</b>			<b>Undertake a full EIA if the answer is 'no' or 'not sure'</b>				
	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Y	N	NS	Yes	No
	✓			✓			✓			✓			✓			✓			✓			✓			✓				✓

<b>Conclusion</b>	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.
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<b>Preliminary EIA completed by</b>	<b>Date</b>	<b>Preliminary EIA approved by</b>	<b>Date</b>

## Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed				
• Policy in line with current legislation				
• Coordinator in place				
• Nominated governor in place				
• Coordinator carries out role effectively				
• Headteacher, coordinator and nominated governor work closely				
• Policy endorsed by governing body				
• Policy regularly discussed at meetings of the governing body				
• School personnel aware of this policy				
• School personnel comply with this policy				
• Pupils aware of this policy				
• Parents aware of this policy				
• Visitors aware of this policy				
• Local community aware of this policy				

• Funding in place				
• Policy complies with the Equality Act				
• Equality Impact Assessment undertaken				
• Policy referred to the School Handbook				
• Policy available from the school office				
• Policy available from the school website				
• School Council involved with policy development				
• All stakeholders take part in questionnaires and surveys				
• All associated training in place				
• All outlined procedures complied with				
• Linked policies in place and up to date				
• Associated policies in place and up to date				
<b>A statement outlining the overall effectiveness of this policy</b>				