



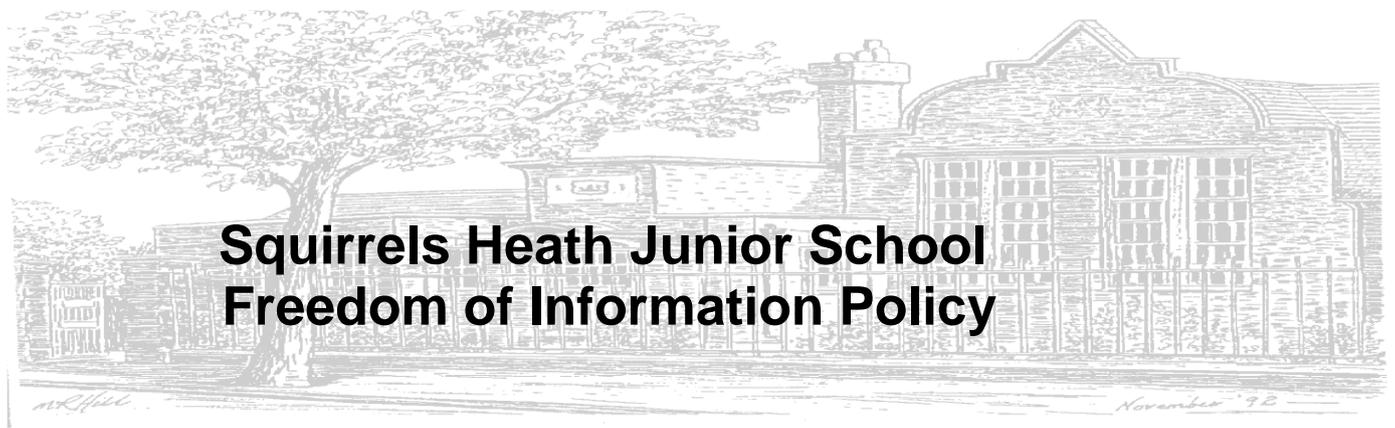
# Freedom of Information Policy

Adoption by Governing Body

..... (Signature of Chair of Governors)

..... (Date)

To Be Revised .....(Date)



# Squirrels Heath Junior School

## Freedom of Information Policy

### Policy introduction

Squirrels Heath Junior School is committed to transparency in its dealings with the public and fully embraces the aims of the Freedom of Information Act 2000. It will make every effort to meet its obligations under the legislation and will regularly review procedures to ensure that it is doing so.

The underlying principle of this policy is that the public have a right to access recorded information held by the school, subject to the exemptions contained within the relevant legislation.

### Overview

The Freedom of Information Act applies to all public authorities and came fully into force on 1st January 2005. It provides the public with a statutory right of access to recorded information held by authorities, subject to certain exemptions, within twenty working days. The Act is fully retrospective and applies to all information that falls within the scope of the Act, not just information created from 1st January 2005.

### Timescales

Freedom of Information requests are dealt with within 20 working days, excluding school holidays..

### Delegated Responsibilities

Overall responsibility for ensuring that the school meets the statutory requirements of the Freedom of Information Act and Data Protection Act lies with the Governing Body who has overall responsibility for information management issues. They have delegated the day-to-day responsibility of implementation to the Headteacher of the school. All Freedom of Information requests should be directed to the Headteacher.

### Scope

This policy applies to all recorded information held by the School that relates to the business of the School. This includes:

- Information created and held by the School
- Information created by the School and held by another organisation on our behalf
- Information held by the School provided by third parties, where this relates to a function or business of the School (such as contractual information) and
- Information held by the School relating to Governors where the information relates to the functions or business of the School

This policy does not cover personal written communications (such as personal e-mails sent by staff).

### **Charges**

The school may charge a fee for complying with requests for information, as calculated in accordance with Freedom of Information Act regulations. If a charge is to be made, the school will give written notice to the applicant before supplying the information requested. The school will only charge for the cost of copying and transmitting information.

### **Withholding Information**

The Freedom of Information Act contains 23 exemptions whereby information can be withheld. The school will only withhold information if it falls within the scope of one or more of these exemptions.

Where information is withheld under an exemption in most cases the reason behind the decision will be made clear to the applicant, citing the exemption under which the information is being withheld. The applicant will also be given details of the right to challenge the decision and the right of appeal to the Information Commissioner's Office.

### **Publication Scheme**

Squirrels Heath Junior School has adopted the Model Publication Scheme for Schools approved by the Information Commissioner, which can be found here.

<https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>