

Garretts Green Nursery School



FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME

Safeguarding Statement

At Garretts Green Nursery School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Garretts Green Nursery School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

Rationale

What is a Freedom of Information Policy and Publication Scheme and why has it been developed?

The Government first published proposals for Freedom of Information in 1997 with the White Paper, 'Your Right to Know.' The purpose of this is to ensure that information held by public organisations such as schools, are open to public scrutiny and accountability, a right to know.

- ✓ *Everybody has a right to access official information. Disclosure of information should be the default – in other words, information should be kept private only when there is a good reason and it is permitted by the Act;*
- ✓ *An applicant (requester) does not need to give you a reason for wanting the information. On the contrary, you must justify refusing them information;*
- ✓ *You must treat all requests for information equally, except under some circumstances relating to vexatious requests and personal data (see *When can we refuse a request?* for details on these). The information someone can get under the Act should not be affected by who they are. You should treat all requesters equally, whether they are journalists, local residents, public authority employees, or foreign researchers; and*
- ✓ *Because you should treat all requesters equally, you should only disclose information under the Act if you would disclose it to anyone else who asked. In other words, you should consider any information you release under the Act as if it were being released to the world at large. (ICO)*

At Garretts Green Nursery School there is a considerable amount of personal and sensitive information retained in a variety of documents relating to pupils and families and also to staff and the financial management of the school, such as information about Child Protection, SEND and much more.

Personal and sensitive information about children will not be published, in line with data protection guidelines and to protect their safety but there is also a great deal of information which is already available to interested parties on the school website, for example.

This Policy aims to establish what information may be published and/or shared through our school's systems or in response to FOI requests from individuals or organisations.

'The FOI Act covers all recorded information held by a public authority. It is not limited to official documents and it covers, for example, drafts, emails, notes, recordings of telephone conversations and CCTV recordings. Nor is it limited to information you create, so it also covers, for example, letters you receive from members of the public, although there may be a good reason not to release them' (ICO)

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

Garretts Green Nursery School understands that deleting or concealing information with the intention of preventing its disclosure following receipt of a request is a criminal offence under section 77 of FOIA.

In order to meet the requirements of the Data Protection Act and the Freedom of Information Act our school must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or requires payment.

This Publication Scheme covers:

- Information already published
- Information that is to be published in the future.
- All information either available on our website to download and print off or available in paper form.

Some information that we hold **may not** be made public, for example personal information, as stated, above.

This Publication Scheme conforms to the model scheme for schools approved by the Information Commissioner. The Governing Body is responsible for maintenance of this scheme.

Outcomes

The Policy/Scheme will:

- Ensure that confidential information is shared only in accordance with Data Protection Guidelines
- Ensure that information which may be shared is done so according to ICO guidelines and is compliant with the Data Protection Act and the Freedom of Information Act.
- Set out the classes of information that will be shared on school systems such as the website and in printed form for parents/carers.

This Policy/Publication Scheme is a means of showing how we are pursuing these aims.

Categories of information published

The publication scheme is a guide to information which we currently publish (or have recently published) or which we will publish in the future. This is presented in categories of information known as 'classes'. These are identified later in this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

- 1) Garretts Green Nursery School Prospectus – information published in the school prospectus
- 2) Governors' documents – information published about our Governing Board on the school website and within the school building
- 3) Pupils and Curriculum – information about policies that relate to pupils and the school curriculum
- 4) School Policies and other information relating to the school, ie: information or policies that relate to the school in general.

How to request information

Many documents are available on our website: garrettsgreen.org.uk

If a paper version of any of the documents within the scheme is required, direct contact with the school must be made, details of contact are below:

Email: enquiry@garretts.bham.sch.uk

Tel: 0121 675 2284

Fax: 0191 229 6021

Contact Address: Garretts Green Nursery School
117 Garretts Green Lane
Sheldon
Birmingham
B26 2JL

If information required is not available via this Publication Scheme and is not on our website, the school may be contacted directly.

Paying for information

Information published on our website is free.

If you don't have personal internet access, you can access our website using a local library or an internet café.

Single copies of information covered by this publication are provided free unless stated otherwise in Section 6, below.

In some cases there may be a charge for information:

- If a request for information requires large amounts of photocopying or printing, or
- Requires a large postage charge, or
- Is for a priced item such as some printed publications or videos

In such cases, the school will provide information about the cost before fulfilling your request.

Classes of information currently published

a) Who we are and what we do:

- Organisational information, structures, locations and contacts
- Instrument of Government. (The Instrument of Government is the document that records the name and category of the school and the name and constitution of its Governing Body)
- School prospectus and the statutory contents of the school prospectus:
 - Information about the implementation of the governing body's policy on pupils with special educational needs (SEN).
 - A description of the policies relating to disabled pupils, including facilities to improve access and the disability plan.

- Governing Body details, the names, and contact details of the governors should be available and the basis on which they have been appointed.
- School session times and term dates
- Details of school session times and dates of school terms and holidays.
- Location and contact information The address, telephone number and website for the school together with the names of key personnel.

b) What we spend and how we spend it

- Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.
- Pay Policy (The statement of the school's policy and procedures regarding teachers' pay)
- Staffing and grading structure
- Pupil Premium Information regarding how the pupil premium is used in our school is published on the school's website.
- Governors' allowances-details of allowances and expenses that can be claimed or incurred.

c) What our priorities are and how we are doing

- Strategies and plans, performance indicators, audits, inspections and reviews.
- School Profile
 - Summary of latest Ofsted report The required narrative sections covering areas such as: successes during the year; areas of improvement; efforts to meet the individual needs of every child; pupil's health, safety and support; post-Ofsted action plan; and links with parents and the community.
 - A link to the full Ofsted report
 - Performance management information (Performance management policy and procedures adopted by the governing body)
 - School's future plans. Any major proposals for the future of the school involved, for example consultation or a change in school status
 - Child protection/safeguarding policies and procedures that are in place to ensure that functions are exercised with a view to safeguarding and promoting the welfare of children in compliance with any guidance issued by the Secretary of State.

d) How we make decisions

- Decision making processes and records of decisions, available for the current and previous three years (School Development Plans)
- Admissions policy/decisions-the school's admission arrangements and procedures together with information about the right of appeal. Individual admission decisions would not be expected to be published, but information on application numbers/patterns of successful applicants (including criteria on which applications were successful) should be if this information is held by the school.
- Minutes of meetings of the Governing Body and its sub-committees Minutes, agendas and papers considered at such meetings should be published as soon as practicable, with the exception of information that is properly considered to be private to the meeting.

e)Our policies and procedures

- Current written protocols, policies and procedures for delivering our services and responsibilities.
- School policies This will include school policies and procedures together with other information related to the school such as:
 - Charging and Remissions Policy,
 - Health and Safety and Risk Assessment,

- Complaints Procedure,
- Staff Conduct Policy, Discipline and Grievance Policies,
- Pay Policy,
- Staffing structure implementation plan.
- It will also include policies and procedures for handling information requests.
- Pupil and curriculum policies. This will include such policies as :
 - Home-School Agreement,
 - Curriculum,
 - Relationships Education,
 - Special Educational Needs,
 - Accessibility,
 - Race equality,
 - Pupil Behaviour Policy.
 - Records management and personal data policies. This will include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies.
 - Equality and diversity, including policies, schemes, statements, procedures and guidelines relating to equal opportunities.
 - Policies and procedures for the recruitment of staff. If vacancies are advertised as part of recruitment policies, details of current vacancies will be readily available.
 - Charging regimes and policies.
 - Charging policies do not include charges made for information routinely published.

f) Lists and registers

- Curriculum circulars and statutory instruments
- Statutory instruments (for example Regulations), departmental circulars and administrative memoranda sent to the Headteacher/Governing Body concerning the curriculum
- Disclosure logs, indicating the information provided in response to FOI requests,
- Any information the school is currently legally required to hold in publicly available registers

g) The services we offer

- Information about the services the school provides including leaflets, guidance and newsletters.
- Extra-curricular activities and out of school clubs
- School publications
- Services for which the school is entitled to recover a fee, together with those fees
- Leaflets, booklets and newsletters

Refusing Freedom of Information Requests

Having established that the School holds and publishes a great deal of information which is accessible to all parties, we must consider how the school will respond to Freedom of Information Request which are likely to be refused. Refusal will be based on:

- It would cost too much or take too much staff time to deal with the request.
- The request is vexatious.
- The request repeats a previous request from the same person

Requests will be refused if they are believed to be likely to cause harm to persons mentioned in or affected by the release of the information, whether disclosure (or confirmation/denial) would cause prejudice:

- Can a negative consequence of the disclosure (or confirmation/denial) be identified, and is this negative consequence must be significant (more than trivial);
- Can a link between the disclosure (or confirmation/denial) and the negative consequences be identified, showing how one would cause the other; and
- Is there at least a real possibility of the negative consequences happening, even if you can't say it is more likely than not.

In cases where the disclosure of information may have negative consequences, prior to refusing the request, the Head Teacher must seek guidance from the Local Authority to confirm that denying the request does not contravene the legal requirements to disclose information on request nor does the disclosure of information breach Data Protection guidance.

At times, the Local Authority may also support schools with the information to be included within the response and the school will seek advice on receipt of FOI requests.

Feedback and complaints

The School welcome comments or suggestions about this scheme.

If you would like to make any comments about this Publication Scheme, or if you require further assistance or wish to make a complaint then initially this should be addressed to the Chair of Governors, c/o Garretts Green Nursery School.

Our aim is to manage requests for information in a timely manner but complaints about the management of requests for information that are not resolved by the school should be addressed to the Information Commissioners Office, the organisation that ensures compliance with the Freedom of Information Act 2000 and that deals with formal complaints.

ICO can be contacted at:

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

Enquiry /Information Line: 0303 123 1113 or 01625 545 700

Fax: 01625 524510

Email: casework@ico.org.uk

Website: www.ico.org.uk

Further information regarding Freedom of Information and Publications Schemes is available from the Information Commissioner Office (ICO) at:

ico.org.uk