



Freedom of Information

Co-ordinator	Will Taylor
Date of Completion	June 2017
Date of adoption by Governors	June 2017
Date to be reviewed	June 2020

1. Purpose

The purpose of this policy is to define the standards expected, when processing information on behalf of the Council for the purpose of a Freedom of Information Request.

2. Targeted Audience

This policy is aimed at anyone processing data on behalf of Downs View School and Link College for the purpose of an FOI.

3. Background

The Freedom of Information Act 2000 (FOIA) gives the public a general right of access to information held by public authorities, subject to certain conditions and exemptions. Anyone, anywhere, may request information for any reason. FOIA covers both old and new information, and applies to information recorded in any form or format. FOIA aims to foster a culture of openness across the public sector.

The School is committed to compliance with the FOIA. BHCC regards the lawful and appropriate management information as essential to its successful functioning and to maintaining the confidence of stakeholders. The Council fully endorses and adheres to the principle of public access to official information wherever this is possible.

4. General Principles

The FOIA imposes the following requirements on the School:

- To adopt and maintain a Publication Scheme. A Publication Scheme is a commitment to publish an identified range of Council information proactively into the public domain. This includes information that is readily available on the website.
- To provide access to School information which is not otherwise published on receipt of a written request, stating the name and address of the requestor and describing the information required.

- To inform the requestor, in writing, whether we hold that information, and if so, to communicate that information to them within 20 working days, subject to any exemptions or fees.
- Where information is exempt from disclosure for a statutory reason, to send the requestor a notice which specifies and explains the reason why.
- If a fee is chargeable, to send the requestor a fees notice, stating the amount required.
- To provide advice and assistance, as far as is reasonable, to anyone seeking information about the Council.

The School will ensure that appropriate systems, procedures and operational guidance are in place to ensure that these requirements are met. Documentation supporting FOIA compliance includes guidance for staff and requestors, a detailed statement on fees, procedures for appealing FOI decisions, a summary guide to the meaning and application of exemptions and a Records and Data Retention Schedule setting out retention and destruction periods for all types of records.

To support full compliance with the FOIA the Council will undertake the following actions and activities:

- Communicate information to requestors, or otherwise send a refusal notice, within the statutory time limit allowed for responses (20 working days).
- Apply any relevant exemptions lawfully and appropriately.
- Charge requestors for information in accordance with our statement of fees, which take proper account of guidance from the Ministry of Justice.
- Freely provide advice and assistance to requestors as far as is reasonable.

All School staff must:

- Ensure that requests for information are handled in accordance with this policy and associated guidance.
- Pass on information access requests to the Information Governance Team promptly and in accordance with published guidance.
- Ensure that the School records and information for which they are responsible are complete and accurate.
- Provide advice to requestors in accordance with this Policy and associated guidance or refer requestors to the Information Governance

Failure to respond appropriately to information access requests is a breach of the Council Regulations and may additionally be a breach of the law. In particular it is a criminal offence to conceal, destroy or alter information intentionally to prevent it from being released, where the information is the subject of a Freedom of Information request.

5. Roles and Responsibilities

All School staff are informed about the policy for supporting compliance with the FOIA. Training is equally available to established staff and teams on demand. Guidance on handling information access requests is readily available on the website, as are contact details of the Information Governance Team.

6. Training Requirements

All staff members to be made aware and reminded that if in receipt of a Freedom of information request this should be sent to the Business Manager and Headteacher for a co-ordinated response to the FOI team.

7. Review of this Policy

This policy will be reviewed as updated by the authority.

8. Cross References

Data Protection Policy Information Sharing Policy Information Handling Policy Caldicott Guardian Policy

9. References

Freedom of Information Act 2000

Guide to information available from Downs View School under the model publication scheme

Information to be published	How the information can be obtained
<p>Class 1 - Who we are and what we do LEA Maintained Community Special School and College. We are specialists in SEN Communication and Interaction. Age range: 4-19 years.</p> <p>Contacts: Chair of Governors - Jill Sawyer 01273 601680 Head Teacher – Adrian Carver 01273 601680</p> <p>Main Site is in Woodingdean; Downs View School, Warren Road, Woodingdean, Brighton, BN2 6BB Telephone: 01273 601680 e-mail: office@downsview.brighton-hove.sch.uk</p> <p>Our second site is adjacent to Varndean College; Downs View Link College, Surrenden Road, Brighton, East Sussex BN1 6WQ Telephone: 01273 507719 e-mail: office@downsview.brighton-hove.sch.uk</p>	<p>Hard copy prospectus and/or website www.downsview.brighton-hove.sch.uk</p>
Who's who in the school	Hard Copy Prospectus and/or Website
Who's who on the governing body and the basis of their appointment	Hard Copy Prospectus and/or Website
Instrument of Government	Hard Copy

Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used))	Hard Copy Prospectus and/or Website
School prospectus	Hard Copy and/or Website
Staffing structure	Hard Copy Prospectus and/or Website
School session times and term dates	Hard Copy and/or Website
Class 2 – What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year as a minimum	Hard Copy
Annual budget plan and financial statements	Hard Copy
Capitalised funding	Hard Copy
Additional funding	Hard Copy
Procurement and projects	Hard Copy
Pay policy	Hard Copy
Staffing and grading structure	Hard Copy
Governors' allowances	Hard Copy
Class 3 – What our priorities are and how we are doing	Hard copy or website

(Strategies and plans, performance indicators, audits, inspections and reviews Current information as a minimum	
School profile <ul style="list-style-type: none"> • Government supplied performance data • The latest Ofsted report <ul style="list-style-type: none"> - Summary - Full report 	Hard Copy and/or Website
Performance management policy and procedures adopted by the governing body.	Hard Copy
Schools future plans	Hard Copy
Every Child Matters – policies and procedures	Hard Copy
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum	Hard Copy
Admissions policy/decisions (not individual admission decisions)	Hard Copy and/or Website
Agendas of meetings of the governing body and its sub-committees	Hard Copy
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.	Hard Copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard Copy

<p>School policies including:</p> <ul style="list-style-type: none"> • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	<p>Hard Copy</p>
<p>Pupil and curriculum policies, including:</p> <ul style="list-style-type: none"> • Home-school agreement • Curriculum • Sex education • Special educational needs • Accessibility • Race equality • Collective worship • Pupil discipline 	<p>Hard Copy</p>
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	<p>Hard Copy</p>

Charging regimes and policies. This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated.	Hard Copy
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard Copy or Website; (some information may only be available by inspection)
Curriculum circulars and statutory instruments	Hard Copy
Disclosure logs	Hard Copy
Asset register	Hard Copy
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	Hard Copy
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard copy or Website; (some information may only be available by inspection)
Extra-curricular activities	Hard Copy and/or Website
Out of school clubs	Hard Copy and/or Website
School publications	Hard Copy
Services for which the school is entitled to recover a fee, together with those fees	Hard Copy and/or Website
Leaflets books and newsletters	Hard Copy and/or Website

Contact details: office@downsview.brighton-hove.sch.uk
Adrian Carver Head Teacher 01273 601680

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 per sheet (black & white)	Actual cost*
	Photocopying/printing per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

* The actual cost incurred by Downs View School