



Bassingbourn
Community Primary School

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Freedom of Information Policy

This policy was ratified on: 22nd January 2025

Implemented on: 22nd January 2025

Review date: January 2026

- 1 The school (BCPS) will comply with:
 - 1.1 The terms of the Freedom of Information Act 2000 and any other relevant legislation to ensure requests for access to information held by the school are treated in a manner that is fair and lawful.
 - 1.2 Cambridgeshire LEA advice and guidance.
 - 1.3 Information and guidance displayed on the Information Commissioner's website: <https://ico.org.uk/>
- 2 This policy should be used in conjunction with the school's **MIS and Data Protection Policy**.
- 3 Data Gathering and Storage
 - 3.1 Information will only be gathered and stored for specified purposes.
 - 3.2 In order to be able to respond to requests for information the school will implement effective records management policies to enable staff to identify whether data is held and, if it is, locate it quickly and easily.
 - 3.3 The school's retention policies will be based on the guidance in the Information and Records Management Society's Records Management toolkit for schools 2019 and will be reviewed regularly in line with any updates to this toolkit.
 - 3.4 Information held by the school will be regularly reviewed with a view to archiving or destruction, where appropriate.
- 4 Publication Scheme
 - 4.1 BCPS will adopt and publish the appropriate model publication scheme, as recommended by the DfE and approved by school governors (see appendix 1).
- 5 Dealing with Requests for Information
 - 5.1 Theoretically any request for information is a request under the Freedom of Information Act, however this school has taken the decision that it will not consider any request that forms part of the normal pattern of work to be a Freedom of Information request. Only those requests which are considered to be outside the normal remit of the service provided will be recorded as Freedom of Information requests.
 - 5.2 The school will assist applicants in making their request to have access to information held by the school.
 - 5.3 Assistance will be given to applicants whose requests need to be transferred to another public authority (e.g. school, council, hospital).
 - 5.4 The school will exercise its duty to confirm or deny the existence of requested data, subject to any exemptions that may apply.
 - 5.5 The school will supply data requested within 20 working days (or in line with the Information Commissioner's current policy during school holidays), subject to any exemptions that may apply, and the estimated cost of complying with the request falling within the current defined charge limit. All requests for information will still be dealt with in compliance with the 20 working day deadline, whether they are recorded as Freedom of Information requests or not.
 - 5.6 If a response will take longer than 10 working days to respond an acknowledgement will be sent to the person making the request, informing them when the information will be supplied. We recognise this does to allow the school to exceed the overall 20 working day deadline.
 - 5.7 The charge limit is currently £450, calculated at 18 hours work at a flat rate of £25 per hour, as set by government statute. If the estimated cost of complying with the

request does not exceed this amount the school is not entitled to make a charge for fulfilling the request.

- 5.8 A designated member of staff will be responsible for ensuring requests are fulfilled within the stipulated deadline and recording details of the request on the school's tracking database.
- 5.9 Persons requesting data will be supplied with a copy of our complaints procedure upon request. Any complaints regarding Freedom of Information requests must firstly be addressed by the school. If, once we have had opportunity to reconsider our decision, we believe the initial response was correct the applicant shall be entitled to take the matter to the Information Commissioner's Office and, ultimately, to an Information Tribunal.
- 5.10 Copies of data supplied will be retained for two years from the date it was put into the public domain.
- 5.11 We acknowledge the difference between a Freedom of Information request and Subject Access Request and will process both accordingly.

6 Applying Exemptions

- 6.1 A full list of exemptions can be found at the Information Commissioner's website. There are two types of exemption – absolute and qualified. In practice there are very few which are likely to be applied by the education sector.
- 6.2 The decision to apply absolute exemptions will not be taken by individual members of staff but by a constituted group of at least three of the following: Chair of Governors, other governors, Headteacher, Assistant Headteacher.
- 6.3 The decision to apply qualified exemptions will not be taken by individual members of staff but by a constituted group of at least three of the following: Chair of Governors, other governors, Headteacher, Assistant Headteacher. Even if the group decides information should not be disclosed, a public interest test will be carried out when applying qualified exemptions, to decide whether the public interest in disclosure outweighs the objection to disclosure. If it does the information must be disclosed.
- 6.4 Advice will be sought from Cambridgeshire's Governance Team or Legal Services if there is any doubt as to whether information should be disclosed.

7 Logging Requests Received

- 7.1 The school will keep a record of all requests received for monitoring purposes, noting:
 - a) the date the request was received,
 - b) name and contact details of the person or organisation making the request,
 - c) the date the request was fulfilled or refused,
 - d) the reason for any exemption being applied,
 - e) the reason for any failure to meet the 20 day deadline.

Appendix 1: Publication scheme

This publication scheme commits Bassingbourn Community Primary School (BCPS) to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by BCPS.

Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits BCPS:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by BCPS and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the BCPS that has been requested, and any updated versions it holds, unless BCPS is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and BCPS is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

1. Who we are and what we do.
Organisational information, locations and contacts, constitutional and legal governance.
2. What we spend and how we spend it.
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
3. What our priorities are and how we are doing.
Strategy and performance information, plans, assessments, inspections and reviews.
4. How we make decisions.
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
5. Our policies and procedures.
Current written protocols for delivering our functions and responsibilities.
6. Lists and registers.
Information held in registers required by law and other lists and registers relating to the functions of the authority.

7. The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

BCPS will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of BCPS, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a BCPS will indicate how information can be obtained by other means and provide it by those means. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale. Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by BCPS for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by BCPS, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public. Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the BCPS. If a charge is to be made, confirmation of the payment due will be

given before the information is provided. Payment may be requested prior to provision of the information. Written requests Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

<p>Child Protection Statement Equalities Impact Statement</p> <p>At Basingbourn Community Primary School the welfare of the child is paramount. All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and sexual identity have the right to protection from abuse. All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately. All staff and volunteers in school have a responsibility to report any concerns to one of the designated child protection officers.</p> <ul style="list-style-type: none"> • Has this policy fully considered the School's Equality objectives and statement? Yes • Are there any impacts of the School's Equality objectives and statement on this policy? Yes • If "Yes" are these clearly described and their impact assessed within the policy document? Yes
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