

Libra

Policies and Procedures

Coordinator Kirsty Crosby

Head Teacher Kirsty Crosby

Nominated Director Joan Wilkes

Last Review Date 07.06.18

Next Review Due 05.06.19

Mid-year updates

Freedom of Information

We believe this policy relates to the following legislation:

- Data Protection Act 1998
- Freedom of Information Act 2000
- Environmental Information Regulations 2004
- Data Protection Act 2018

We are aware that under the Freedom of Information Act 2000 (FOIA) 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 have in place a guide that allows us to determine:

- 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 are committed to the aims of the FOIA and the access provisions of the Data Protection Act 1998 by promoting an open transparent policy as we believe the public have a right to access the recorded information held by us.

We understand that recorded information held by us relates to the business of the School and includes information that is:

- created and held by us
- created by us but held by another organisation on our behalf
- held by us but relating to the Governor Body
- held by us but provided by third parties

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.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims & Objectives

- 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 and the local authority to share good practice in order to improve this policy.

Libra School

Responsibility for the Policy and Procedure

Role of the Directors / Headteacher

The Directors / Headteacher will:

- implement this policy
- ensure all staff, pupils and parents are aware of and comply with this policy
- act as the 'data controller' on behalf of the school
- work closely with the senior management team
- be responsible for communicating with parents or carers when information within this policy becomes relevant
- provide leadership and vision in respect of equality
- ensure that matters of prejudice, or actions that are contrary to this policy, are dealt with swiftly and effectively
- make effective use of relevant research and information to improve this policy
- provide guidance, support and training to all staff
- monitor the effectiveness of this policy and update it when necessary

Role of the Coordinator

The coordinator will:

- lead the development of this policy and all linked policies throughout the school
- work closely with the Headteacher and Directors
- make effective use of relevant research and information to improve this policy
- update this policy and other linked policies
- keep up to date with new developments and resources
- attend training related to this policy, where necessary
- provide training for all staff on induction and when the need arises
- review and monitor
- work in conjunction with the Headteacher to provide an annual report on the success and development of this policy

Role of Staff

Staff will:

- comply with this policy
- be aware of all other linked policies
- take advice from the Headteacher and senior members of staff regarding requests made for information
- handle all requests for information in compliance with the various acts
- implement and be aware of the school's equalities policy
- report and deal with all incidents of discrimination
- attend appropriate training sessions on equality
- report any concerns they have on any aspect of the school community.

Categories of Information Published

Current information is available from:

The School Website:

- The name, address, telephone number and email address of the school
- The type of school and the nature of education and support available

Libra School

- The name of the Headteacher and contact details for general enquiries
- The school's ethos and values
- Details on how to request the schools policy regarding: admissions, statement of purpose, school policies and procedures and the Young Person's Handbook, SEN policy and details of the therapeutic strategies put in place, school rules and guidance on good behaviour, complaints procedure and additional weblinks that support the school's ethos, the curriculum currently in place and details of extra supportive educational strategies
- Details of the school's most recent Ofsted report

Pupils and Curriculum Policies:

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

School Policies and other Information related to the school

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

Dealing with a Request for Information

The Directors / Headteacher (who will also liaise with the senior leadership team, where appropriate) 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

Libra School

- consider if the request is annoying or repeated
- dealing with a FOI request within 20 working days
- dealing with a Data Protection request within 40 calendar days

Reasons for not Complying with a Request

We accept the four reasons under the FOIA 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 under the Libra Complaints Policy and Procedure.

Information Availability

Some documents can be downloaded from the school website. Others are provided by request when the interested party makes contact with the company.

Reporting Requests

All requests for information will be reported to the Headteacher / Directors.

Feedback and Complaints

We actively encourage the views and suggestions from: parents / carers, professionals 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 staff
- communications with home

Training for Staff

All staff:

- have equal chances of training, career development and promotion
- receive training on this policy on induction, which specifically covers where appropriate:
 - Freedom of Information
 - Data Protection Information
 - Equal opportunities
 - Inclusion

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- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications

Records

- Records will be kept in a uniform and systematic way.
- Records of incidents will be used to effectively track children through school;
- Records will be kept in a central log in order to build up a picture of concerns of individual children and in identifying patterns of behaviour;
- Parents are informed of all events and what actions have been taken.

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 and the Directors / Headteacher.

Linked Policies

• Data Protection Procedures	• School Policies
• Complaints	

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Initial Equality Impact Assessment

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

This policy affects or is likely to affect the following members of the school community (✓)	Children	School Staff	Parents/carers	Directors	School Volunteers	School Visitors	Wider School Community
	yes	yes	yes	yes	yes	yes	yes

Question	Equality Groups															Conclusion																
	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'	Yes	No					
Does or could this policy have a negative impact on any of the following?	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		
		✓			✓			✓			✓			✓			✓			✓			✓						✓			
Does or could this policy help promote equality for any of the following?	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	Y	N	NS		
	✓			✓			✓			✓			✓			✓			✓			✓			✓						✓	
Does data collected from the equality groups have a positive impact on this policy?	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	Y	N	NS		
	✓			✓			✓			✓			✓			✓			✓			✓			✓						✓	

Conclusion	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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Libra School

Policy Evaluation

Points to be considered	Yes	No	N/A	Please supply evidence
• Policy annually reviewed	x			
• Policy in line with current legislation	x			
• Coordinator in place	x			
• Coordinator carries out role effectively	x			
• Directors / Headteacher and coordinator work closely	x			
• Staff are aware of this policy	x			
• Staff comply with this policy	x			
• Children aware of this policy	x			
• Parents aware of this policy	x			
• Visitors aware of this policy	x			
• Local community aware of this policy			x	
• Funding in place			x	
• Policy complies with the Equality Act	x			
• Equality Impact Assessment undertaken	x			
• Policy referred to the School Handbook	x			
• Policy available from the school office	x			
• Policy available from the school website	x			
• School Council involved with policy development	x			
• All stakeholders take part in questionnaires and surveys			x	
• All associated training in place	x			
• All outlined procedures complied with	x			
• Linked policies in place and up to date	x			
• Associated policies in place and up to date	x			
A statement outlining the overall effectiveness of this policy				
It is effective and suitable for purpose				