



## St Ann's Heath Junior School

### Freedom of Information Policy

*This school is committed to safeguarding, child protection, and promoting the welfare of children and young people and expects all members of the school and its community to demonstrably share this commitment.*

#### **Introduction**

This policy should be considered in the context of our related whole school policies including our range of safeguarding, equality, health and safety, and personnel policies.

#### **Policy**

We have adopted the current Surrey Babcock-4S Freedom of Information Policy as our school Freedom of Information Policy, as follows.

#### **1. Policy**

1.1. Surrey county council will comply with the requirements of the Data Protection Act 1998, the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. In particular, we will:

1.2. make as much information as practicable available via the publication scheme

1.3. respond to requests for information as quickly as possible, and in any event within the statutory time scales

1.4. where, exceptionally, we believe it is not going to be possible to respond fully within the statutory time scale (for example where we have to consider the public interest test), we will

1.4.1. advise the requester why, and give an estimated date by which the information will be provided, and

1.4.2. provide as much of the information as possible within the earlier time scale

1.5. apply exemptions appropriately and consistently in line with our published guidance and

1.6. ensure that any fees charged are calculated appropriately and consistently, in line with our published guidance.

#### **2. Implementation**

2.1. To enable our staff to comply with the policy, Surrey county council

2.1.1. provide adequate and appropriate training and guidance to all staff and members;

2.1.2. monitor application of guidance; and

2.1.3. revise guidance and training as appropriate

2.2. The head of legal services will have lead responsibility for ensuring that the policy is made known to all and will liaise with the heads of services, the information access officers and data protection officers in defining how responsibilities for compliance should be assigned.

2.3. This policy is intended to form a part of the Surrey county council information management strategy currently under development, and is supported by the records management policy.

### 3. Retention and review

3.1. This policy will be reviewed in no more than three years.

#### Monitoring and Evaluation

This policy is monitored as needed and in line with the School Improvement Plan monitoring cycle. The Finance and Staffing Committee will review the need for and re-approve this policy every three years, or earlier if need arises. This policy will be promoted and implemented throughout the school.

Policy Status	
Agreed by Staff	-
Agreed by Governors	October 2017
Next Review Date	October 2020