



Redborne Upper School

Freedom of Information Policy

This policy will be evaluated and reviewed every 3 years by the Assistant Head (Support Staff): Ian Belcher

This policy is available on the school website, on request to parents and carers, the LA and Ofsted through the Head teacher.

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Table of Contents

| | |
|---|----------|
| Table of Contents | 2 |
| School acknowledgement | 3 |
| Whistleblowing Policy | 4 |
| 1. Legislation | 4 |
| 2. Definition of whistle-blowing | 4 |
| 3. Procedure for staff to raise a whistle-blowing concern | 4 |
| 4. Procedure for responding to a whistle-blowing concern | 5 |
| 5. Malicious or vexatious allegations | 6 |
| 6. Escalating concerns beyond the school | 6 |

School acknowledgement

Redborne Upper School is committed to a culture of openness and accountability and recognises the public's right to access recorded information held by the school.

This policy outlines the school's procedures for responding to requests made under the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR).

This document also serves as the school's Publication Scheme, as required by the Information Commissioner's Office (ICO), outlining the information we proactively make available to the public.

Freedom of Information Policy

1. Policy Aims

1.1 This policy aims to:

- Ensure full compliance with the school's legal obligations under the Freedom of Information Act 2000 and other related legislation.
- Promote a culture of transparency and accountability.
- Provide a clear framework for dealing with information requests in a consistent and timely manner.
- Clarify the roles and responsibilities of the Governing Body, school leadership, and all staff in relation to information requests.

2. Legislation

2.1 This policy has due regard to the following legislation and statutory guidance:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Freedom of Information Act 2000
- Environmental Information Regulations 2004
- Equality Act 2010
- ICO's Model Publication Scheme for Schools

3. Scope

3.1 This policy applies to all recorded information held by the school, regardless of format. This includes information that is:

- Created and held by the school.
- Created by the school but held by another organisation on our behalf.
- Held by the school in relation to the work of the Governing Body.
- Held by the school but provided by third parties for the purposes of school business.

3.2 Requests for an individual's own personal data are processed as Subject Access Requests (SARs) under the UK GDPR and are handled in accordance with our Data Protection Policy.

4. Roles and Responsibilities

4.1 The Governing Body is responsible for:

- Approving the Freedom of Information Policy and Publication Scheme.
- Delegating the day-to-day responsibility for implementation to the Headteacher.
- Monitoring the school's compliance with its FOI obligations.

4.2 The Headteacher is responsible for:

- The day-to-day management of FOI requests and the implementation of this policy.
- Ensuring all staff are aware of their responsibilities under the FOIA.
- Providing final approval on the release of information.
- Reporting on FOI compliance to the Governing Body.

4.3 The Data Protection Officer (DPO) is responsible for:

- Providing advice and guidance to the school on FOI and data protection compliance.
- Acting as a point of contact for complex requests or queries.

4.4 All Staff are responsible for:

- Understanding the basic requirements of the FOIA.
- Recognising an information request and understanding that it must be treated seriously.
- Immediately forwarding any information request received to the Headteacher or designated member of the admin team. Staff should not handle requests themselves.

5. Publication Scheme

5.1 Redborne Upper School adopts the Information Commissioner's Office (ICO) model publication scheme and is committed to proactively making information available to the public.

5.2 The specific documents and information that the school publishes on its website are maintained in line with the current statutory guidance from the Department for Education (DfE).

5.3 The definitive list of required information can be found in the following guidance: "[What academies, free schools and colleges must publish online](#)"

5.4 Information published as part of our scheme is available on the school website and is free of charge. If you require information in a different format, or cannot find a specific document, please contact the school office.

6. Procedure for Handling Requests

Submitting a Request

6.1 To be valid under the Act, a request for information must be made in writing (including by email).

6.2 It should state the name of the applicant, an address for correspondence, and a description of the information requested.

6.3 Requests should be sent to the school office at admin@redborne.com or by post to the school address.

Processing a Request

6.4 The school will acknowledge the request and will respond within the statutory time limit of 20 school days.

6.5 The Headteacher (or delegated individual) will:

- Confirm whether the school holds the requested information.
- Determine whether the request falls under the FOIA, EIR, or is a Subject Access Request under UK GDPR.
- Consider if any exemptions apply to the requested information.
- Gather the information and provide it to the applicant in their preferred format, where reasonably practicable.

6.6 If the school does not hold the information, the applicant will be informed.

6.7 If the school believes another public authority holds the information, it will provide advice and assistance to the applicant where possible.

Timeframes

6.8 Freedom of Information / Environmental Information Regulations: The statutory deadline is 20 school days from the date of receipt.

6.9 Subject Access Requests (Data Protection): The statutory deadline is one calendar month from the date of receipt. This can be extended by a further two months for complex or numerous requests.

Exemptions

6.10 The school may withhold information if it falls under one of the exemptions defined in the FOIA.

6.11 Where an absolute exemption applies, the school is not required to release the information. Where a qualified exemption applies, the information may be withheld if the public interest in withholding it outweighs the public interest in disclosure.

6.12 If information is withheld, the school will issue a refusal notice explaining which exemption has been applied and why.

Fees and Charges

6.13 Information listed in the Publication Scheme and available on the school website is free of charge.

6.14 For other requests, the school will not charge for staff time spent on locating and retrieving information up to the "appropriate limit" of £450 (18 hours of staff time at £25 per hour).

6.15 If a request is estimated to exceed this limit, the school may refuse the request or offer to provide the information for a fee.

6.16 Charges may be made for disbursements such as printing, photocopying, and postage at the rates published in the school's Charging and Remissions Policy.

7. Complaints

7.1 Any individual who is dissatisfied with the handling of their request can seek an internal review.

7.2 Stage 1 - Internal Review: A request for an internal review should be made in writing to the Headteacher. The review will be carried out by a senior member of staff or a governor who was not involved in the original decision. The school will aim to complete the internal review within 20 school days.

7.3 Stage 2 - Information Commissioner's Office (ICO): If the individual remains dissatisfied after the internal review, they have the right to complain to the Information Commissioner's Office.

7.4 The Information Commissioner can be contacted at:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Tel: 0303 123 1113

Website: <https://ico.org.uk>