



April 2019

Portal House has adopted this Kent Policy on Freedom of Information. Our Freedom of Information Publication Scheme is attached to this document under Appendix 1.

# Freedom of Information Policy

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## 1. Introduction

The Freedom of Information Act 2000 (FoIA) establishes a right of access to all types of recorded information held by Public Bodies. It imposes obligations to disclose information through an approved Publication Scheme and in response to requests.

## 2. Policy Objectives

**Kent County Council (KCC) will comply with its obligations under the FoIA<sup>1</sup> and will ensure that its staff and customers are aware of their rights under the legislation.**

All staff must have a general understanding of the law to be able to make informed judgements about the disclosure and non disclosure of official information.

The Information Commissioner, as the Regulator can enforce compliance by taking enforcement action for serious breaches, of the Act. It is imperative that KCC complies with our obligations under this legislation<sup>2</sup>.

## 3. Scope

The right of access applies to **all** recorded information **held** by KCC or by external parties working on behalf of the Council, regardless of whether the information is owned by the Council.

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<sup>1</sup> Read the Freedom of Information Act 2000 in full at the following link:

<http://www.legislation.gov.uk/ukpga/2000/36/contents>

<sup>2</sup> This policy must fully reflect the statutory and regulatory guidance provided by the Information Commissioners Office (ICO): [http://www.ico.gov.uk/for\\_organisations/freedom\\_of\\_information.aspx](http://www.ico.gov.uk/for_organisations/freedom_of_information.aspx)

It applies to information in any recorded format for example:

- Hard copy - paper records, spread sheets, minutes, diaries, note books etc.
- Electronic information - emails, photographs, videos, mapping data, CDs, etc

Disclosure of requested information is subject to the application of exemptions and where applicable, the application of Public Interest or Prejudice tests.

#### **4.Roles and Responsibilities**

The Head of Governance and Law is the Senior Information Risk Owner (SIRO).

The Information Resilience and Transparency Team's primary objective is to facilitate KCC's compliance with Information Governance legislation.

All KCC staff must ensure they are aware of their responsibilities under the FoIA and KCC's procedures for dealing with requests for information<sup>3</sup>. This will ensure that responses are compliant and are managed within the statutory 20 working day deadline. Please see Appendix 1 – Our Guide to Information available from School.

#### **5.Review of Policy**

This policy will be reviewed on an annual basis.

#### **6.Related Policies**

This policy should be used in conjunction with the following related KCC policies:

- Information Governance Policy
- Environmental Information Regulations Policy
- Data Subject Access Request Procedures
- Kent and Medway Information Sharing Agreement
- Information Security Policy
- Information Security Incident Protocol
- Using Non-KCC Owned Portable Electronic Devices for KCC Business: Acceptable Use Policy
- Policy for the Safe Use of Removable and Online Storage
- Working at Home – Data Protection Guidance
- Remote Working Acceptable Use Policy
- GCSX Acceptable Use Policy and Personal Commitment Statement
- ICT Acceptable Use Policy
- ICT Security Policy
- ICT Security Standard
- Malicious Software Protection Policy
- Protective Marking Policy
- Records Management Policy
- Information Management Guide<sup>3</sup>
- Information Management Manual

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<sup>3</sup> Follow this link to Information Governance Portal on KNet : <http://knet.ourcouncil/Pages/information-governance.aspx>

**Portal House School  
Sea Street  
St. Margaret's at Cliffe  
Dover  
Kent CT15 6SS**

Policy: Freedom of Information Policy

This Policy has been approved by the Governing Body of Portal House School

Signed: ..... (Chairman of Governors)

Date: .....

Signed: ..... (Head Teacher)

Date: .....

## Freedom of Information

## Appendix 1

Guide to information available from Portal House School under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)  This will be current information only	School Website and School Office	Nil
Who's who in the school	“	“
Who's who on the governing body and the basis of their appointment	“	“
Instrument of Governance	“	“
Contact details for the Head teacher and for the governing body (named contacts where possible with telephone number and email address (if used)	“	“
Staffing structure	“	“
School session times and term dates	“	“
School Prospectus	“	“
Annual Report	“	“

## Freedom of Information

### Guide to information available from Portal House School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 2 – What we spend and how we spend it</b> (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 on request from Finance Office	3p per sheet
Annual budget and financial statement	“	“
Capitalised funding	“	“
Additional Funding	“	“
Procurement and projects – expenditure over £2,000	“	“
Staffing and grading structure – 2 sections	“	“
Governors’ allowance	“	“
Financial Audit Reports	“	“
Pay Policy	“	“

## Freedom of Information

### Guide to information available from Portal House School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews school improvement plan and SEF)  Current information as a minimum	Hard cop on request from school office	3p per sheet
School profile <ul style="list-style-type: none"> <li>• Government supplied performance data</li> <li>• The latest Ofsted report               <ul style="list-style-type: none"> <li>- Summary</li> <li>- Full report</li> </ul> </li> </ul>	School website and hard copy available on request from school office.	
Appraisal policy and procedures adopted by the governing body.	Hard copy on request from school office.	
School future plans	Website and school office	
Every Child Matters – policies and procedures	“	
Safeguarding & Child Protection	“	

## Guide to information available from Portal House School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 4 – What we spend and how we spend it</b> (Decision making processes and records of decisions)  Current and previous three years as a minimum	Hard copy on request from school office	3p per sheet
Admissions policy	Web site	
Agendas of meetings of the governing body	Hard copy on request from school office	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meetings.	“	

## Guide to information available from Portal House School under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class 5 – Our policies and procedures</b> Current information only		3p per sheet
School policies including: <ul style="list-style-type: none"> <li>• Charging and remissions policy</li> <li>• Health and Safety</li> <li>• Complaints procedure</li> <li>• Staff conduct policy</li> <li>• Discipline and grievance policies</li> <li>• Staffing structure implementation plan</li> <li>• Information request handling policy</li> <li>• Equality and diversity (including equal opportunities) policies</li> <li>• Staff recruitment policies</li> </ul>	Hard copy on request from school office	
Pupil and curriculum policies, including: <ul style="list-style-type: none"> <li>• Home-school agreement</li> <li>• Curriculum</li> <li>• Sex education</li> <li>• Special educational needs</li> <li>• Accessibility</li> <li>• Race equality</li> <li>• Collective worship</li> <li>• Careers education</li> <li>• Behaviour policy</li> </ul>	Hard copy on request from school office	
Records Management and personal data policies including: <ul style="list-style-type: none"> <li>• Freedom of Information Policy</li> <li>• Records retention destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	Hard copy on request from school office	



## Freedom of Information

### Guide to information available from Portal House School under the model publication scheme

Information to be published	How the information can be obtained	Costs
<b>Class 6 – Lists and Registers</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	Hard copy (some information may only be available by inspection)	3p per sheet
Curriculum circulars and statutory instruments	Hard copy for inspection only available in school office.	
Asset register	“	
Any information the school is currently legally required to hold in publicly available registers NB (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	“	

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Information to be published	How the information can be obtained	Costs
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Hard copy (some information may only be available by inspection)	3p per sheet
School Newsletters	On request from the school office	
Extra curricular activities	“	

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Guide to information available from Portal House School under the model publication scheme

### Contact details:

Portal House School  
Sea Street  
St. Margaret's at Cliffe  
Dover  
Kent CT15 6SS

01304 853033

## SCHEDULE OF CHARGES

There is a minimal charge for information requested from the school.

To cover the cost of printing	3p per sheet black & white copy
	5p per sheet colour copy

Postage will be charged according to weight of paper.