

## Freedom of Information Policy – linked to GDPR

To be reviewed Bi-Annually.

Policy Agreed May 2018. To be reviewed May 2020.



This is Everton Nursery School and Family Centre Publication Scheme on information available under the Freedom of Information Act 2000.

The Governing Body is responsible for maintenance of this scheme.

### **1. Introduction: what a publication scheme is and why it has been developed**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities, including all maintained schools, should be clear and proactive about the information they will make public.

To do this we must produce a publication scheme, setting out:

- The classes of information which we publish or intend to publish
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The scheme covers all information already published and information which is to be published in the future. All information in our publication scheme is available in paper form (occasionally some information is available on our website to download and print off).

Some information which we hold may not be made public, for example personal information.

This publication scheme conforms to the model scheme for schools approved by the Information Commissioner. As a Nursery School and Children's Centre we will follow this proposed model.

**2. Aim:** Everton Nursery School and Family Centre aim to support all children and families within the Children's Centre reach area.

This publication scheme is a means of showing how we pursue this aim.

### **3. Categories of information published**

The publication scheme guides you to information which we currently publish (or have recently published) or which we will publish in the future. This is split into categories of information known as 'classes'. These are contained in section 6 of this scheme.

The classes of information that we undertake to make available are organised into four broad topic areas:

Prospectus/Publicity Pack – information published in the prospectus or publicity packs.

Governing Body Documents

Children and Curriculum – information about policies that relates to children and the curriculum.

Policies and other information related to the school/centre – information about policies that relate to the centre in general.

#### **4. How to request information**

If you request a paper version of any documents within the scheme, please contact the school/centre by telephone, fax or letter. Contact details are as follows:

Everton Nursery School and Family Centre,

Spencer Street,

Liverpool 6 2WF.

Telephone: 0151 233 1969

Fax: 0151 233 1960

[www.evertonnurseryschoolandfamilycentre.org](http://www.evertonnurseryschoolandfamilycentre.org)

To help us process your request quickly, please mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please). Requests will be dealt with within 20 days.

If the information you’re looking for isn’t available via the scheme you can still contact the school/centre to ask if we have it.

#### **5. Paying for information**

Information published on our website:

(<http://www.evertonnurseryschoolandfamilycentre.org>) is free, although you may incur costs from your Internet service provider. If you don’t have Internet access, you can access our website using a local library or our on-site Internet cafe.

Single copies of information covered by this publication are provided free unless stated otherwise in section 6. If your request means that we have to do a lot of photocopying or printing, or pay a large postage charge, or is for a priced item such as some printed publications or videos we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

#### **6. Classes of Information Currently Published**

**School/Centre Prospectus/Publicity Pack** – this section sets out information published in the school/centre prospectus and publicity packs.

The statutory contents of the prospectus are as follows, (other items may be included in the prospectus at the school's/centre's discretion):

- the name, address and telephone number of the school/centre
- the names of the Headteacher/Head of Centre and Chair of the Governing Body
- information on the school/centre policy on admissions
- School/Centre code of conduct
- number of children on roll
- services the school/centre offers
- times of opening/closing
- arrangements for visiting the school/centre
- information about the local area

**Governing Body information relating to the Governing Body** – this section sets out information published in the Governing Body documents.

The statutory contents of the Governing Body are as follows:

- details of the governing body membership, including name and contact addresses of Chair and Clerk.
- information about recent inspections.
- financial information about the school/centre.
- information about children with special educational needs accessing services on-site.
- information on staff development.
- number of children on roll.

### **Instrument of Government**

- The name of the school/centre
- The name of the Governing Body
- The manner in which the governing body is constituted
- The term of office of each category of governing body member
- The name of the body entitled to appoint any category of governing body member
- The date the instrument takes effect

### **Minutes(1) of meeting of the Governing Body and its committees**

Agreed minutes of meetings of the governing body and its committees (current and last year).

(1) Some information might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this.

**Children and Curriculum Policies** – This section gives access to information about policies that relate to children and the school/centre curriculum.

Special Need Policy – Information about school/centre policy on providing for children with special educational needs.

Racial Diversity and Equal Opportunities Policy – Statement of policy for promoting race equality.

Accessibility Plans – Plan for increasing participation of disabled children in the school/centre curriculum, improving the accessibility of the physical environment and improving delivery of information to disabled children.

Child Protection and Safeguarding Policy – Statement of policy for safeguarding and promoting welfare of children at the school/centre.

Behaviour Policy – Statement of general principles on behaviour and discipline and of measures taken by the Headteacher/Head of Centre to prevent bullying.

**School/Centre Policies and other information related to the school/centre** – This section gives access to information about policies that relate to the school/centre in general.

Published reports of Ofsted referring expressly to the school/centre (both education, daycare and sessional care) – Published report of last inspection of the centre and the summary of the report.

Post-Ofsted inspection action plan – A plan setting out the actions required following the last Ofsted inspection.

Charging Policy – A statement of the school's/centre's policy with respect to charges.

School/Centre opening times.

Health and Safety Policy and risk assessment – Statement of general policy with respect to health and safety at work of employees (and others) and the organisation and arrangements for carrying out the policy.

Complaints procedure – Statement of procedures for dealing with complaints.

Performance Management of Staff – Statement of procedures adopted by the governing body/management board relating to the performance management of staff and the annual report of the Headteacher/Head of Centre on the effectiveness of appraisal procedures.

Staff Conduct, Discipline and Grievance – Statement of procedure for regulating conduct and discipline of the centre staff and procedures by which staff may seek redress for grievance.

Curriculum circulars and administrative memoranda sent by the Department of Education to the Headteacher/Head of Centre or governing body relating to the curriculum.

## **7. Feedback and Complaints**

We welcome any comments or suggestions you may have about the scheme. If you want to make comments about this publication scheme or if you require further assistance or wish to make a complaint then initially this should be addressed to Dr Lesley Curtis OBE of Everton Nursery School and Family Centre.

If you are not satisfied with the assistance that you receive or if we have not been able to resolve your complaint and you feel that a formal complaint needs to be made then this should be addressed to the Information Commissioner's Office. This is the organisation that ensures compliance with the Freedom of Information Act and that deals with formal complaints. They can be contacted at:

**Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF**

or

**Enquiry/Information Line: 01625 545 700**

**E Mail: [publications@ic-foi.demon.co.uk](mailto:publications@ic-foi.demon.co.uk)**

**Website: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)**

## **Policy Review**

This policy was reviewed by a group of four Governors on behalf of the Personnel, Finance and Resources Committee on Monday 10<sup>th</sup> May 2018 on behalf of Everton Nursery School and Family Centre Governing Body.