

Broadbent Fold Primary School and Nursery



Freedom of Information Policy March 2021

Approved by Governors:	
Date to be reviewed:	Every Two Years

Broadbent Fold Primary School and Nursery

Information available under the Freedom of Information Act 2000

Introduction:

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 the Governing Body has produced its 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 information already published and information which is to be published in the future. All information in our publication scheme is available in paper form, and will soon be available on the school's website: www.broadbentfold.tameside.sch.uk. 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.

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.

Pupils and Curriculum information about policies that relate to pupils and the school curriculum. School Policies (and other information related to the school) information about policies that relate to the school in general.

How to request information:

If you require a paper version of any of the documents within the scheme, please contact the school by telephone, email, fax or letter. Contact details are set out below:

Telephone: 0161 303 9411

Fax: 0161 304 9214

Contact Address: Tennyson Avenue, Dukinfield, Cheshire, SK16 5DP

E-mail: admin@broadbentfold.tameside.sch.uk

or you can visit our website at: www.broadbentfold.tameside.sch.uk

To help us process your request quickly, please clearly mark any correspondence "PUBLICATION SCHEME REQUEST" (in CAPITALS please).

If the information you are looking for is not available via the scheme or on our website, you can still contact the school to ask if we have it.

Paying for Information

Information published on our website is free, although you may incur costs from your Internet service provider. If you do not have Internet access, you can access our website using a local library or an Internet café. 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.

Information Currently Published

A. The name, address and telephone number of our school

- The names of the Headteacher, Mrs Catherine Parker and the Chair of Governors
- Mission statement
- Information on the school's policy on Admissions (updated annually)
- Information about the school's policy on providing for pupils with Special Educational Needs
- National Curriculum assessment results for appropriate Key Stages, with national summary figures
- The arrangements for visits to the school by prospective parents

B. Instrument of Government

- The name of the school
- The category of the school
- The name of the governing body
- The manner in which the governing body is constituted
- The term of office of each category of governor if less than 4 years
- The name of any body entitled to appoint any category of governor
- Details of any trust
- If the school has a religious character, a description of the ethos
- The date the instrument takes effect

C. Minutes of meetings of the Governing Body and its appointed Committees

- Agreed minutes of meetings of the Governing body and its committees, covering the current and last Academic Years. Please note: Some information included might be confidential or otherwise exempt from the publication by law – we cannot therefore publish this

D. Pupils and Curriculum Policies

This section gives access to information about policies that relate to pupils and the school curriculum.

- Home – school agreement
- Statement of the school's aims and values, the school's responsibilities, the parental responsibilities and the school's expectations of its pupils, for example homework arrangements

Statement on following the policy for the curriculum subjects and religious education and schemes of work and syllabuses currently used by the school

- Sex and Relationship Policy
- Special Education Needs and Disability Policy
- Safeguarding Policy
- Behaviour Policy

E. School Policies and other information related to the school. This section gives access to information about policies that relate to the school in general.

- Published reports of Ofsted referring expressly to the school. Published report of the last inspection of the school and the summary of the report.
- Charging and Remissions Policy. A statement of the school's policy with respect to charges and remissions for any optional extra or board and lodging for which charges are permitted, for example school publications, music tuition, trips. School session times and term dates. Details of school sessions and dates of school terms and holidays
- 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 relating to the performance management of staff and the annual report of the Headteacher on the effectiveness of appraisal procedures.
- Discipline and Grievance. Statement of procedure for regulating conduct and discipline of school staff and procedures by which staff may seek redress for grievance
- Curriculum circulars and statutory instruments. Any statutory instruments, departmental circulars and administrative memoranda sent by the Department of Education and Skills to the Headteacher or Governing Body relating to the curriculum

Annex A provides a list of other documents that are held by the school and are available on request

Annex B privacy notice to staff

Annex C privacy notice to parents/carers

Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you would like to make any comments about this publication scheme, or if you require further assistance or wish to make a complaint, then initially this should be addressed to the Headteacher, Mrs Catherine Parker or in her absence the Deputy Headteacher, Mrs W McCoy.

If you are not satisfied with the assistance given, you are able to bring the matter to the attention of the Governing Body. If then 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 2000 and that deals with formal complaints. The Information Commissioner can be contacted at:

Address: Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Enquiry/Information Line: 0300 123 1113

E Mail: publications@ic-foi.demon.co.uk.

Website : www.informationcommissioner.gov.uk

Annex A: List of All Policy Documents held within school

Policies

The school makes available certain information under the Freedom of Information Act. A copy of this document is available from the school office.

The policies listed below are none exhaustive list of policies maintained by the school and Governors.

- Anti-bullying Policy
- Admissions Policy
- Acceptable Use Policy
- Behaviour Policy
- British Values Policy
- Capability Policy & Procedures
- Complaints Policy
- Computer Security Policy
- Cyber Bullying Policy
- Data Protection Policy
- Disciplinary Procedure for Employees
- Equalities and Diversity Policy
- Fair Processing Notice
- Finance:
 - Best Value Statement
 - Whistleblowing Policy
 - Governors Expenses Policy
 - Charges & Remissions Policy

- Freedom of Information Policy
- Grievance and Disciplinary Procedure
- Health and Safety Policy
- Internet Safety Guidelines
- Intimate Care and Toileting Policy
- Learning and Teaching
- Managing Attendance (Staff) Policy
- Marking and Feedback Policy
- Pay Policy
- Performance Management Policy
- Safeguarding Policy
- SEN Policy
- Separated Parents Policy
- Sex and Relationship Policy



Data Protection Act 2018

Privacy Notice – Staff

As a school we required to hold personal information about you on our computers systems and in paper records to help us with the daily running of the school as an organisation.

The Headteacher is responsible for the safe-keeping of all data. Please help to keep your records up to date by informing us of any change of circumstances.

Senior school staff and in some circumstances administration staff have access to your records to enable them to do their jobs. Anyone with access to your record is trained in confidentiality issues and is governed by a legal duty to keep your details secure, accurate and up to date.

All information about you is held securely and appropriate safeguards are in place to prevent loss.

In some circumstances we may be required by law to release your details to statutory or other official bodies, for example if a court order is present, or in the case of public educational matters. In other circumstances you may be required to give written consent before information is released.

We use school workforce data to:

- Enable the development of a comprehensive picture of the workforce and how it is deployed
- Inform the development of recruitment and retention policies
- Enable individuals to be paid

Categories of information that we collect, hold and share include:

- Personal information (such as name, employee or teacher number, national insurance number)
- Special categories of data including characteristics information such as gender, age, ethnic group
- Contract information (such as start dates, hours worked, post, roles and salary information)
- Work absence information (such as number of absences and reasons)
- Qualifications (and, where relevant, subjects taught)

The lawful basis on which we process this information

We process this information under:

- Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- Processing is necessary for the purpose of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with Data Protection Act, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

We hold workforce data whilst in employment with the school, and for 2 years following the date you leave the organisation. Where the school feels the need for the data to be retained for example in the case of a possible employment tribunal, the information will be stored for up to 5 years or to the full completion of any following case.

Sharing of information

We routinely share staff information with:

- Our local authority
- The Department for Education (DfE)

We do not share information about the workforce members with anyone without consent unless the law and our policies allow us to do so.

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of information about the school workforce) (England) Regulations 2007 and amendments.

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation and links to school funding / expenditure and the assessment education attainment.

Requesting access to your personal data

Under the Data Protection Act, you have the right to request access to information about you that we hold. To make a request for your personal information, please make direct contact with the data protection team as outlined below.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purposes of direct marketing
- Object to decisions being taken by automatic means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach.

Data Protection Officer

The school has an independent data protection officer service supplied by Global Policing Limited. Global Policing is an organisation run by ex-senior police officers who specialise in working with schools and have vast experience of data protection matters. If you have any questions or comments, or wish to make any requests under the Regulations, you should contact them directly:

- Telephone (answerphone) 0161 212 1681
- Email datarequests@globalpolicing.co.uk
- Website www.globalpolicing.co.uk/data

If you have a concern about the way we are collecting or using personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>



Broadbent Fold Primary School and Nursery

Data Protection Act 2018

Privacy Notice – Parent / Carers

As a school we required to hold personal information about your child on our computers systems and in paper records to help us with their educational needs.

The Headteacher is responsible for the safe-keeping of all data. Please help to keep your child's records up to date by informing us of any change of circumstances.

School staff have access to your child's records to enable them to carry out their role.

If necessary information may be shared with others involved in your child's care. Anyone with access to your child's record is trained in confidentiality issues and is governed by a legal duty to keep their details secure, accurate and up to date.

All information about your child is held securely and appropriate safeguards are in place to prevent loss.

In some circumstances we may be required by law to release your child's details to statutory or other official bodies, for example if a court order is present, or in the case of public educational matters. In other circumstances you may be required to give written consent before information is released.

To ensure your child's privacy, information will not be disclosed over the telephone, fax or email unless we are sure we are talking to you – the parent /carer. Information will not be disclosed to family and friends unless we have prior consent.

Why do we collect and use pupil information?

We collect and use pupil information under section 537A of the Education Act 1996, and section 83 of the Children Act 1989. We also ensure we have a lawful basis for processing the data.

We use the pupil data:

- to support pupil learning
- to monitor and report on pupil progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to support you to decide what to do after you leave school

Categories of pupil information that we collect, hold and share include:

- Personal information (such as name, unique pupil number and contact details)
- Characteristics (such as ethnicity, language, nationality, country of birth and free school meal eligibility)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- National curriculum assessment results
- Special educational needs information
- Relevant medical information

Collecting pupil information

Whilst the majority of pupil information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the Data Protection Regulation, we will inform you whether you are required to provide certain pupil information to us or if you have a choice in this.

Storing pupil information

The school stores information on several computer and paper-based systems and have set periods for each system for the information to be retained. Should you require further information about which systems, please contact our Data Protection Officer. The longest period that we can hold your child's information is until the child reaches the age of 25, at which point all data will be removed for our systems.

Sharing Information

There are strict controls on who can see your information. We will not share your data if you have advised us that you do not want it shared unless it is the only way we can make sure you stay safe and healthy or we are legally required to do so. We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

We routinely share pupil information with:

- schools or colleges that the pupils attend after leaving us
- our local authority and their commissioned providers of local authority services
- the Department for Education (DfE)
- Our information is held on a number of systems that have third party access, we have checked with each supplier to ensure they are compliant with General Data Protection Regulations, and that they will not access or use any child data without prior and specific permission from you.

We share pupils' data with the Department for Education (DfE) on a statutory basis. This data sharing underpins school funding and educational attainment policy and monitoring.

To find out more about the data collection requirements placed on us by the DfE (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We are required to share information about our pupils with the DfE under regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013.

Requesting access to your personal data

Under General Data Protection Regulations, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, please contact our data protection officers directly, who will arrange for this to happen within the required time.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

Parent / Carer information

The School will also store basic information such as name, relationship and contact details for all parents / carers on our system so that we can contact you, and to help maintain the safety of our children. We will retain this information for the period that your child is at the school. This data will also be subject to the conditions as outlined in this notice.

Data Protection Officer

The school has an independent data protection officer service supplied by Global Policing Limited. Global Policing is an organisation run by ex-senior police officers who specialise in working with schools and have vast experience of data protection matters. If you have any questions or comments, or wish to make any requests under the Regulations, you should contact them directly:

- Telephone (answerphone) 0161 212 1681
- Email datarequests@globalpolicing.co.uk
- Website www.globalpolicing.co.uk/data

[Please note that should you instigate any of your rights under this act, your basic information will be shared with the data protection office who will make contact with you to support you through the processes and procedures.](#)

If you have a concern about the way we are collecting or using personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>