



CHRISTIAN MALFORD C of E PRIMARY SCHOOL

**Diocese of Bristol Academies
Trust (DBAT)**

Date adopted: January 2015

Implementation Date: January 2015

History of most recent Policy changes (must be completed)

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation

1. PART 1: SCOPE OF THIS POLICY

- 1.1. This policy covers requests for information under the Freedom of Information Act 2000 (“FOIA”). It also covers enquiries relating to matters under the Environmental Information Regulations 2004, namely enquiries about air, water, land, natural sites, built environment, flora and fauna, and health, and any decisions and activities affecting any of these.
- 1.2. This policy does not cover enquiries or subject access requests under the Data Protection Act 1998 i.e. where the enquirer asks to see what personal information the Diocese of Bristol Academies Trust (“DBAT”) or the academies run by DBAT (the “Academies”) holds about them. These enquiries will be dealt with under the Data Protection Policy.
- 1.3. This policy outlines our approach to information requests, details of the Publication Scheme and how information requests will be handled. “Information” includes both hard copy and digital information, including email.

2. PART 2: GENERAL APPROACH TO FOI

- 2.1. DBAT acknowledges that, under the FOIA, any person has a legal right to ask for access to information held by DBAT or the Academies. We recognise our duty to:
 - 2.1.1. provide advice and assistance to anyone requesting information
 - 2.1.2. tell enquirers whether or not we hold the information they are requesting unless exempted from this duty (the duty to confirm or deny)
 - 2.1.3. provide access to the information we hold, subject to legal exemptions, in accordance with the procedures laid down in Part 4 of this policy.
- 2.2. We recognise the presumption of openness that underlies the FOIA. We are committed to maintaining a well managed records management and information system in order to comply efficiently with requests and we will adopt a straight-forward approach to meeting requests for information.
- 2.3. The Main Board of DBAT is responsible for overseeing access to information and delegation to the appropriate Local Board or Academy. Day-to-day responsibility for the implementation of this FOIA policy and the provision of advice, guidance, publicity and interpretation of this policy is delegated to the Headteacher. We will also ensure that all members of staff are aware of this policy and know that all requests for information should be passed without undue delay to the Headteacher.
- 2.4. We acknowledge that wilfully concealing, damaging or destroying information in order to avoid answering an enquiry is an offence and we will take all reasonable steps to ensure that records that are subject to a request for information are not deleted or amended by anyone within the DBAT.

3. PART 3: PUBLICATION SCHEMES

- 3.1. Information which DBAT and the Academies routinely make available to the public is included in our Publication Schemes. The Publication Schemes are based on the model scheme approved by the Information Commissioner.
- 3.2. The Main Board of DBAT is responsible for collating and publicising its own Publication Scheme about the work of the multi academy trust. A copy of the DBAT Publication Scheme is attached at **Annex A**.
- 3.3. The Academies have delegated responsibility from the Main Board to collate and publish their own Publication Scheme relating to the work of their individual Academy.
- 3.4. The respective Publication Schemes and the materials covered in those Schemes will be available from the DBAT or Academy offices and on the DBAT or Academies' websites (as applicable).

4. PART 4: REQUESTS FOR INFORMATION

Making a request for information

- 4.1. DBAT and the Academies will only deal with valid FOI requests for information under this policy. A valid FOI request must:
 - 4.1.1. be in writing (includes letter, email or fax)
 - 4.1.2. state the enquirer's name and correspondence address (includes email addresses)
 - 4.1.3. describe the information requested - there must be enough information to be able to identify and locate the information
 - 4.1.4. not be a request falling under the Data Protection Act (i.e. be a request for information about yourself or your child)
- 4.2. In order that your request can be dealt with as quickly and efficiently as possible, you should submit your request by letter to the Headteacher. This can be delivered by post or by hand at the reception desk. Contact details for the Headteacher can be found at the bottom of the relevant Publication Scheme.

Timescales for responding to requests for information

- 4.3. We will endeavour to deal with your request promptly and certainly within the legally prescribed limit of 20 school days i.e. excluding weekends and school holidays. Where the 20th day to respond to a request is during a non-school day, we have up to 60 days to respond.

- 4.4. The response time will start from the time the request is received. Where further information is required from you before we can deal with your request, we shall contact you as soon as practicable using the correspondence address provided. We do not have to deal with your request until the further information is received. Where a fee is to be made (see below), we are also not required to deal with your request until payment has been received. If you choose to pay any fee by cheque the fee will not be regarded as having been received until the day the cheque has cleared. The 20 school days countdown will only begin or restart once the further information and/or payment has been received.
- 4.5. If a qualified exemption applies (see below) and we need more time to consider the public interest test, we will send you a response within 20 school days stating that an exemption applies and giving you estimate of the date by which a decision on the public interest test will be made. This will normally be within a further 10 working days.

Charges relating to requests for information

- 4.6. We follow the Department for Education recommendation that academies should ordinarily charge for dealing with requests for information to recover the costs to academy resources that would otherwise support teaching and learning.
- 4.7. We are not required to comply with a request for information where we estimate that the cost of compliance will exceed £450. In estimating the cost of compliance, we are entitled to consider:
- 4.7.1. Prescribed costs i.e. the costs we reasonably expect to incur in determining whether we hold the information; locating the information or a document containing it; retrieving the information or a document containing it; and extracting the information from a document containing it. This includes staff time at £25 per hour (excluding time needed to consider whether the information requested is exempt from disclosure or in redacting documents).
- 4.7.2. Communication costs i.e. costs we expect to directly and reasonably incur in informing you whether we hold the information and communicating the information to you, including reproducing any document containing the information (e.g. printing or photocopying) or postage.
- 4.8. If our estimated cost of complying with your request does not exceed £450, we are entitled to charge the actual communication costs incurred by us, but not the prescribed costs.
- 4.9. If our estimated cost of complying with your request does exceed £450, we will advise you accordingly and advise what, if any, information can be provided for under £450 and/or suggest a narrowed version of your request that could be handled within this limit. Should you wish us to provide the information as initially requested, we are entitled to charge:
- 4.9.1. the estimated costs of compliance with the request (see 4.7 above)
- 4.9.2. the actual communication costs; and
- 4.9.3. staff time, at £25 per hour per person, spent on the activities included under communication costs

- 4.10. If a fee is payable, we will notify you as soon as practicable (the “fees notice”). The fee notice will state the amount we will charge and advise you how you can pay. If we do not receive payment within three months of issuing you with the fees notice, we are no longer obliged to respond to your request.

Right to refuse to comply with a request for information

- 4.11. There are only four reasons we may refuse to comply with a valid request for information under the FOIA:
- 4.11.1. The information is not held by us
Once we have received your request, we will ascertain whether we hold the information requested. “Holding” information means information relating to the business of the DBAT or an Academy that we have created, received from another body or person, or is held by another body on our behalf. If, after reasonable enquiry, we are able to confirm that we do not hold the information requested, we will advise you accordingly using the correspondence address provided.
 - 4.11.2. The cost threshold is reached (£450)
See ‘*Charges relating to requests for information*’ above.
 - 4.11.3. The request is considered vexatious or repeated
There is no obligation on us to comply with vexatious requests. This is a request designed to cause inconvenience, harassment or expense rather than to obtain information, and would require a substantial diversion of resources or would otherwise undermine our work.
 - 4.11.4. One or more of the exemptions apply
There are more than 20 exemptions. They are set out in **AnnexB**. Where the potential exemption is a qualified exemption, we will also consider the public interest test to identify if the public interest in applying the exemption outweighs the public interest in disclosing it.
- 4.12. Each case will be considered on its merits and we will maintain records on any refusals made and the reasons for them. Records will be retained for 5 years in accordance with statutory guidance.
- 4.13. If we refuse to provide the information, we will notify you in writing, explaining:
- 4.13.1. the fact that we cannot provide the information asked for
 - 4.13.2. which exemption(s) we believe apply
 - 4.13.3. why the exemption(s) apply to this enquiry (if it is not self-evident)
 - 4.13.4. reasons for refusal if based on cost of compliance
 - 4.13.5. in the case of qualified exemptions, how we have applied the public interest test, specifying the public interest factors taken into account before reaching the decision
 - 4.13.6. reasons for refusal on vexatious or repeated grounds
 - 4.13.7. the internal complaints procedure

The duty to confirm or deny

- 4.14. A person applying for information has the right to be told if the information requested is held, and if that is the case to have the information sent (subject to any of the exemptions). We do not have to confirm or deny if:
- 4.14.1. the exemption is an absolute exemption, or
 - 4.14.2. in the case of qualified exemptions, confirming or denying would itself disclose exempted information

Consultation with third parties

- 4.15. Consultation with third parties may be required if their interests could be affected by release of the information requested, and any such consultation may influence the decision. Consultation will be necessary where:
- 4.15.1. disclosure of information may affect the legal rights of a third party, such as the right to have certain information treated in confidence or rights under Article 8 of the European Convention on Human Rights
 - 4.15.2. the views of the third party may assist us to determine if information is exempt from disclosure, or
 - 4.15.3. the views of the third party may assist us to determine the public interest test

Redaction

- 4.16. If a request is made for a document which contains exempt information (for example, it contains personal information about a third party whose release to a third party would breach the Data Protection Act), the document may be issued by blanking out the relevant exempt information. This process is known as redacting.
- 4.17. The general procedure for redaction is:
- 4.17.1. the exempt information will be masked and then photocopied so nothing shows through;
 - 4.17.2. an annotation will be provided in the margin against each redaction, stating which exemption and section of the Act applies

5. PART 5: COMPLAINTS

- 5.1. Any comments or complaints will be dealt with through our normal complaints procedure.
- 5.2. If on investigation our original decision is upheld, then you have the right to appeal to the Information Commissioner's office. Appeals should be made in writing to the Information Commissioner's office. They can be contacted at:

Complaints Resolution

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

ANNEX A

PUBLICATION SCHEME FOR THE DIOCESE OF BRISTOL ACADEMIES TRUST

1. Introduction: what is a Publication Scheme and why has it been developed

The Main Board of the Diocese of Bristol Academies Company (DBAT) is responsible for collating and publicising its own Publication Scheme about the work of DBAT. The Academies run by DBAT have delegated responsibility from the Main Board to collate and publish their own Publication Scheme relating to the work of their individual Academy.

This Publication Scheme commits us to make information available to the public as part of our normal business activities.

This Scheme commits DBAT to:

- proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by DBAT and falls within the classes of information below
- specify the information which is held by us and falls within the within the classes of information below
- proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
- produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- review and update on a regular basis the information we make available under this scheme
- produce a schedule of any fees charged for access to information which is made proactively available
- make this publication scheme available to the public

The classes of information include:

- **Who we are and what we do** - Organisational information, locations and contacts, constitutional and legal governance
- **What we spend and how we spend it** - Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
- **What our priorities are and how we are doing** - Strategy and performance information, plans, assessments, inspections and reviews
- **How we make decisions** - Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- **Our policies and procedures** - Current written protocols for delivering our functions and responsibilities.
- **Lists and Registers** - Information held in registers by law and other lists and registers relating to the functions of DBAT

- **The services we offer** - Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or it is difficult to access for similar reasons

2. The method by which information published under this Publication Scheme will be made available

Where it is within our capability, information will be provided on our website <http://dbat.org.uk/> .

Where it is impracticable to make information available on the website, this Scheme sets out how information can be obtained.

Where you cannot or do not wish to access the information via the specified means, you should contact the DBAT (see below) to discuss an alternative means of viewing the information. In exceptional circumstances information may be available only by viewing in person. You should contact DBAT (see below) to make an appointment to view the information which we will endeavour to accommodate within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. If we are legally required to translate the information, we will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this Scheme.

3. Charges which may be made for information published under this Scheme

The purpose of this Scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Material which is published and accessed on a website will be provided free of charge. Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and Packaging
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this Scheme where they are legally authorised, they are justified in all the circumstances and are in accordance with a published schedule of fees in this Publication Scheme. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

4. Written Requests

Information held by us that is not published under this Scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

5. Contact details

If you require a paper version of any information, or want to ask whether information is available please contact us:

John Swainston

Chief Executive Officer

Diocese of Bristol Academies Trust

First Floor - Hillside House

1500 Parkway North

Stoke Gifford

Bristol

BS34 8YU

Tel: 0117 906 0100

Website: <http://dbat.org.uk/contact-us/>

To help us process requests quickly, any correspondence should be clearly marked “Publication Scheme Request”.

GUIDE TO INFORMATION AVAILABLE FROM THE DIOCESE OF BRISTOL ACADEMIES TRUST UNDER THE PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do Organisational information, structures, locations and contacts This will be current information only</p>		
Memorandum and Articles of Association	Website	No charge
Master Funding Agreement	Website	No charge
Annual Return	Website	No charge
List of the names of the Directors and Members of DBAT	Website	No charge
Staffing structure - names of key personnel	Website	No charge
MAT Prospectus (if applicable)	Website	No charge
Contact details for the Chief Executive Officer and the Board of Directors	Website	No charge
Location and contact information - address and telephone number	Website	No charge

Class 2 - What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit Current and previous two financial years as a minimum		
Annual budget plan and financial statements	Hard Copy requested via Main Office	Schedule of Charges
Annual Accounts (published by 31 May each year)	Website	No charge
'Value for money statement' from the academy trust's accounting officer, explaining how the trust has secured value for money during the financial year	Website	No charge
Capital funding - details of capital funding allocated to DBAT along with information on related building projects and other capital projects	Hard Copy requested via Main Office	Schedule of Charges
Additional funding - income generation schemes and other sources of funding	Hard Copy requested via Main Office	Schedule of Charges
Procurement and contracts - details of procedures used for the acquisition of goods and services and details of contracts that have gone through a formal tendering process	Hard Copy requested via Main Office	Schedule of Charges
Staffing and grading structure	Hard Copy requested via Main Office	Schedule of Charges
Pay policy - a statement of DBAT's policy on procedures regarding teachers' pay	Hard Copy requested via Main Office	Schedule of Charges

Directors' allowances - Details of allowances and expenses that can be claimed or incurred	Hard Copy requested via Main Office	Schedule of Charges
<p>Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) This will be current information only</p>		
DBAT profile including a statement of our ethos and values	Website	No charge
Performance management policy and procedures adopted by the Main Board	Hard Copy requested via Main Office	Schedule of Charges
MAT Improvement Plan	Hard Copy requested via Main Office	Schedule of Charges
Safeguarding policies and procedures	Website	No charge
<p>Class 4 - How we make decisions (Decision making processes and records of decisions) Current and previous three years as a minimum</p>		
Agendas of Main Board meetings and (if held) its sub-committees	Hard Copy requested via Main Office	Schedule of Charges
Minutes of meetings (as above) - N.B. This will exclude information that	Hard Copy requested via Main Office	Schedule of Charges

is properly considered to be private		
<p>Class 5 - Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Main Board / DBAT wide policies including:</p> <ul style="list-style-type: none"> • Charging and remissions policy • Health and Safety • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Staffing structure implementation plan • Information request handling policy • Equality and diversity (including equal opportunities) policies • Staff recruitment policies 	Hard Copy requested via Main Office	Schedule of Charges
<p>Records management and personal data policies, including:</p> <ul style="list-style-type: none"> • Information security policies • Records retention destruction and archive policies • Data protection (including information sharing policies) 	Hard Copy requested via Main Office	Schedule of Charges
<p>Charging regimes and policies.</p> <p>This should include details of any statutory charging regimes. Charging policies should include charges made for information routinely published. They should clearly state what costs are to be recovered, the basis on which they are made and how they are calculated</p>	Hard Copy requested via Main Office	Schedule of Charges

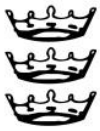
<p>Equality and diversity (Policies, schemes, statements, procedures and guidelines relating to equal opportunities)</p> <p>Policies and procedures for the recruitment of staff and details of vacancies</p>	Hard Copy requested via Main Office	Schedule of Charges
<p>Class 6 - Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
Asset register	Hard Copy requested via Main Office	Schedule of Charges
Any information the Academy is currently legally required to hold in publicly available registers	Website or Hard Copy requested via Main Office	Schedule of Charges
<p>Class 7 - The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
DBAT publications	Website or Hard Copy requested via Main Office	No charge (website) or Schedule of Charges

Services for which DBAT is entitled to recover a fee, together with those fees	Website	No charge
Leaflets, booklets and newsletters	Website or Hard Copy requested via Main Office	No charge (website) or Schedule of Charges

Schedule of Charges

This describes the charges which will be made.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying/printing @ 3p per sheet (black & white)	Actual cost incurred by DBAT
	Photocopying/printing @ 10p per sheet (colour)	Actual cost incurred by DBAT
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation



ANNEX B - EXEMPTIONS

There are two general categories of exemptions:-

- **Absolute:** where there is no requirement to confirm or deny that the information is held, disclose the information or consider the public interest test; and
- **Qualified:** where, even if an exemption applies, there is a duty to consider the public interest in disclosing information.

Even when an exemption applies:

- we will still provide you with reasonable advice and assistance, including suggesting an amended version of your request
- we can decide to ignore the exemption and release the information taking into account all the facts of the case

1. ABSOLUTE EXEMPTIONS

Those which are most likely to be used are marked with an *:

- 1.1. ***Information accessible to the enquirer by other means*** (Section 21) If information is reasonably accessible to the enquirer by a route other than the FOIA, it is exempt information. This is the case even if the enquirer would have to pay for the information under that alternative route. This exemption will include cases where the information is available via the Publication Scheme or under other legislation, such as the Data Protection Act 1998.
- 1.2. ***Personal information*** (Section 40) (see also the qualified exemption part of Section 40). Where enquirers ask to see information about themselves, this is exempt under the Act because it is covered by the Data Protection Act.
- 1.3. ***Court records*** (Section 32) (see also the qualified exemption under Section 30 concerning investigations and proceedings conducted by public authorities) This applies to information related to proceedings in a court or tribunal or served on a public authority for the purposes of proceedings.
- 1.4. ***Information provided in confidence*** (Section 41) This relates to information obtained from a person if its disclosure would constitute a breach of confidence actionable in law by that, or another, person.
- 1.5. ***Prohibitions on disclosure*** (Section 44) Information is exempt where its disclosure is prohibited under any other legislation by order of a court or where it would constitute a contempt of court or where it is incompatible with any EC obligation.
- 1.6. **Information dealing with security matters** (Section 23) (see also qualified exemption under Section 24 on national security) This applies to information directly or

indirectly supplied by, or relating to, bodies dealing with security matters such as GCHQ, MI5, MI6, Special Forces and the National Criminal Intelligence Service.

- 1.7. **Parliamentary Privilege** (Section 34) This exempts information if it is required for the purpose of avoiding an infringement of the Parliamentary privilege.
- 1.8. **Prejudice to the effective conduct of public affairs** (Section 36) (see also the qualified exemption part of Section 36) This relates to the maintenance of the collective responsibility of Ministers.

2. QUALIFIED EXEMPTIONS

Where a qualified exemption applies, there is an additional duty to consider the public interest in confirming or denying that the information exists and in disclosing information (see below).

Those which are most likely to be used are marked with an *:

- 2.1 ***Personal information*** (Section 40) (see also the absolute exemption part of Section 40) Where the information concerns a third party, it is exempt if its disclosure would contravene the Data Protection Act 1998, or the data protection principles; or if the person to whom the information relates would not have a right of access to it because it falls under one of the exemptions to the Data Protection Act 1998. The duty to confirm or deny does not arise in relation to this information if doing so would be incompatible with any of the above.
- 2.2 ***Legal professional privilege*** (Section 42) Legal professional privilege covers any advice given by legal advisers, solicitors and barristers especially with regard to potential litigation. Generally such information will be privileged. This exemption covers all such information where a claim to legal professional privilege can be maintained in legal proceedings. The duty to confirm or deny does not arise where to do so would involve the disclosure of such information.
- 2.3 ***Information intended for future publication*** (Section 22) If at the time the request was made, information is held with a view to publication, then it is exempt from disclosure if it is reasonable that it should not be disclosed until the intended date of publication. This could apply for instance to statistics published at set intervals, for example annually or where information is incomplete and it would be inappropriate to publish prematurely. Note the following:-
 - 2.3.1 the intended publication does not have to be by the school, it can be by another person or body on behalf of the school
 - 2.3.2 the date of publication does not have to be known, it could be at some future date (although it is recommended that some idea of a likely date is given)
 - 2.3.3 the duty to confirm or deny does not apply if to do so would involve the disclosure of any of the relevant information
- 2.4 ***Investigations and proceedings conducted by public authorities*** (Section 30) Information is exempt if it has at any time been held by us for the purposes of criminal

investigations or proceedings, such as determining whether a person should be charged with an offence or whether a charged person is guilty, or investigations which may lead to a decision to institute criminal proceedings. The duty to confirm or deny does not apply to such information.

- 2.5 ***Law enforcement*** (Section 31) Information which is not exempt under Section 30 Investigations and Proceedings, may be exempt under this exemption in the event that disclosure would, or would be likely to, prejudice the following among others:
- 2.5.1 the prevention or detection of crime
 - 2.5.2 the apprehension or prosecution of offenders
 - 2.5.3 the administration of justice
 - 2.5.4 the exercise of functions such as ascertaining if a person has broken the law, is responsible for improper conduct, whether circumstances justify regulatory action, ascertaining a person's fitness or competence in relation to their profession, ascertaining the cause of an accident or protecting or recovering charities or its properties
 - 2.5.5 any civil proceedings brought by us or on our behalf which arise out of an investigation carried out for any of the purposes mentioned above.
- The duty to confirm or deny does not arise where prejudice would result to any of these matters.
- 2.6 ***Health and Safety*** (Section 38) Information is exempt if its disclosure would or would be likely to endanger the safety or physical or mental health of any individual. The duty to confirm or deny does not arise where prejudice would result.
- 2.7 **Commercial interests*** (Section 43) Information is exempt if it constitutes a trade secret or would be likely to prejudice the commercial interests of any person or body (including DBAT or the Academies).
- 2.8 ***Environmental information*** (Section 39) Information is exempt under FOI where it is covered by the Environmental Information Regulations. Environmental information can cover information relating to: air, water, land, natural sites, built environment, flora and fauna, and health. It also covers all information relating to decisions or activities affecting any of these. However, such requests will normally be dealt with under similar principles to those set out in the policy.
- 2.9 **Audit Functions** (Section 33) Information is exempt if its disclosure would, or would be likely to, prejudice the exercise of an authority's functions in relation to the audit of the accounts of other public authorities. It does not apply to internal audit reports.
- 2.10 **Formulation of government policy** (Section 35) Information held is exempt information if it relates to the formulation or development of government policy, ministerial communications, advice by Law Officers (eg Attorney General) and the operation of any Ministerial private office.
- 2.11 **National security** (Section 24) (see also absolute exemption 23) Information is exempt for the purposes of safeguarding national security.

- 2.12 **Defence** (Section 26) Information is exempt if its disclosure would prejudice the defence of the UK.
- 2.13 **International relations** (Section 27) Information is exempt if its disclosure would or would be likely to, prejudice relations between the UK and any other state, international organisation.
- 2.14 **Relations within UK**(Section 28) Information is exempt if its disclosure would or would be likely to, prejudice relations between any administration in the UK i.e. the Government, Scottish Administration, Northern Ireland Assembly, or National Assembly of Wales.
- 2.15 **The economy** (Section 29) Information is exempt if its disclosure would, or would be likely to, prejudice the economic or financial interests of the UK
- 2.16 **Prejudice to the conduct of public affairs** (Section 36) (excluding matters covered by the absolute exemption part of Section 36) Information likely to prejudice the maintenance of the convention of the collective responsibility of Ministers or likely to inhibit the free and frank provision of advice or exchange of views.
- 2.17 **Communications with the Queen** (Section 37) Information is exempt if it relates to communications with the Queen, the Royal Family or Royal Household or if it relates to the award of honours. The duty to confirm or deny does not arise where this exemption applies.

3. PUBLIC INTEREST TEST

- 3.1 Having established that a qualified exemption(s) definitely applies to a particular case, we are then required to carry out a public interest test to identify whether the public interest in applying the exemption outweighs the public interest in disclosing it. Unless it is in the public interest to withhold the information, we are required to release it.
- 3.2 What is in the public interest is not necessarily the same as that which may be of interest to the public. It may be irrelevant that a matter may be the subject of public curiosity.
- 3.3 Factors that might be taken into account when weighing the public interest include:

For disclosure

- 3.3.1 Is disclosure likely to increase access to information held by us?
- 3.3.2 Is disclosure likely to give the reasons for a decision or allow individuals to understand decisions affecting their lives or assist them in challenging those decisions?

- 3.3.3 Is disclosure likely to improve our accountability and transparency in the use of public funds and help to show that we obtain value for money?
- 3.3.4 Is disclosure likely to contribute to public debate and assist the understanding of existing or proposed policy?
- 3.3.5 Is disclosure likely to increase public participation in decision-making?
- 3.3.6 Is disclosure likely to increase public participation in political processes in general?
- 3.3.7 Is disclosure likely to bring to light information affecting public safety?
- 3.3.8 Is disclosure likely to reduce further enquiries on the topic?

Against disclosure

- 3.3.9 Is disclosure likely to distort public reporting or be misleading because it is incomplete?
 - 3.3.10 Is premature disclosure likely to prejudice fair scrutiny, or release sensitive issues still on the internal agenda or evolving?
 - 3.3.11 Is disclosure likely to cause unnecessary public alarm or confusion?
 - 3.3.12 Is disclosure likely to seriously jeopardise our legal or contractual position?
 - 3.3.13 Is disclosure likely to infringe other legislation e.g. Data Protection Act?
 - 3.3.14 Is disclosure likely to create a controversial precedent on the release of information or impair our ability to obtain information in the future?
 - 3.3.15 Is disclosure likely to adversely affect our proper functioning and discourage openness in expressing opinions?
 - 3.3.16 If a large amount of information on the topic has already been made available, would further disclosure shed any more light or serve any useful purpose?
- 3.4 In considering the above, we acknowledge that:
- 3.4.1 potential or actual embarrassment to, or loss of confidence in, to DBAT and the Academies, staff or governors is NOT a valid factor
 - 3.4.2 the fact that the information is technical, complex to understand and may be misunderstood may not of itself be a reason to withhold information
 - 3.4.3 the potential harm of releasing information will reduce over time and will therefore be considered at the time the request is made rather than by reference to when the relevant decision was originally taken
 - 3.4.4 the balance of the public interest in disclosure cannot always be decided on the basis of whether the disclosure of particular information would cause harm, but on certain higher order considerations such as the need to preserve confidentiality of internal discussions
 - 3.4.5 a decision not to release information may be perverse i.e. would a decision to withhold information because it is not in the public interest to release it, itself result in harm to public safety, the environment or a third party?
- 3.5 Where the balance of the public interest lies in disclosure or the factors are equally-balanced, we will normally favour disclosure and the information requested made available.

ANNEX C - Christian Malford C of E Primary School Publication Scheme

The Local Board 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 information already published and information which is to be published in the future. Most of the information in our publication scheme is available on the school website; some items are available in paper form.

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

This publication scheme is based on the model scheme for schools approved by the Information Commissioner.

2. 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 and cover the following:

Who we are and what we do

Organisational information, locations and contacts.

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

Strategy and performance information, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions; decision making processes and procedures; consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and Registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we Offer

Additional services offered including extra curricular activities.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

4. How to request information

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

Email: admin@christianmalford.wilts.sch.uk

Tel: 01249 720496

Address: Christian Malford CofE Primary School
Church Road,
Christian Malford
Wiltshire SN15 4BW

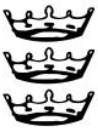
To help us process your request quickly, please clearly mark any correspondence **“PUBLICATION SCHEME REQUEST”** (in CAPITALS please)

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

5. Paying for information

Information published on our websites 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 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.



6. Details of Publication Scheme

Information to be published	How the information can be obtained
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)	
Current information only	
Name and address of school	Website
Who's who in the school	Website
Who's who on the Local Board	Website
Contact details for the Headteacher	Newsletter
Christian ethos of the school	Website
Session times and term dates	Website

Information to be published	How the information can be obtained
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	
Current and previous financial year	
Annual budget plan and financial statements	Hard copy on request
Capitalised funding	Hard copy on request
Maintenance plan	Hard copy on request
Pay policy	Hard copy on request
Staffing and grading structure	Hard copy on request

Information to be published	How the information can be obtained
Class 3 – What our priorities are and how we are doing (Performance indicators, audits, inspections and reviews)	
Current information as a minimum	
Government supplied performance data	Website
The latest Ofsted report	Website

Information to be published	How the information can be obtained
Class 4 –How we make decisions (Decision making processes and records of decisions)	
Current and previous year’s information as a minimum	
Admissions policy and information (not individual admission decisions)	Website
Agendas of meetings of the Local Board	Hard copy on request
Approved minutes of the Local Board meetings	Website
Agendas and minutes of sub-committees	Hard copy on request

Information to be published	How the information can be obtained
Class 5 –Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Current information only	
School policies including: <ul style="list-style-type: none"> • Charging and remissions policy • Anti-bribery policy • Lettings • Health and Safety • Complaints procedure • Data protection • FOI policy • Equality and diversity policies • Staff and recruitment policies 	<p>Website</p> <p>Hard copy on request</p>
Pupil and curriculum policies, including: <ul style="list-style-type: none"> • Home-school agreement • Sex education • Special educational needs • Supporting pupils with medical conditions • School behaviour • Anti-bullying policy • Child protection • E-safety policy • Social media policy • Accessibility • Collective worship • Religious education 	<p>Website</p>

Information to be published	How the information can be obtained
Class 6 – Lists and registers	
Currently maintained lists and registers only	
Disclosure logs	Meet with Headteacher to discuss request
Asset register	
Any information the school is currently legally required to hold in publicly available registers (THIS DOES NOT INCLUDE THE ATTENDANCE REGISTER)	

Information to be published	How the information can be obtained
Class 7 – The services we offer	
Information about the services we offer	
Current information only	
Curriculum circulars and statutory instruments	Hard copy on request
Extra-curricular activities	Via letters and newsletter
Out of school clubs	Via letters and newsletter

7. Feedback and Complaints

We welcome any comments or suggestions you may have about the scheme. If you want 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 Chair of Local Board Christian Malford CofE Primary School, Christian Malford CofE Primary School, Church Road, Christian Malford Wiltshire SN15 4BW.

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, 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. 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.

Website : www.informationcommissioner.gov.uk