



Freedom of Information Policy

Date	Review Date	Coordinator	Nominated Governor
March 2023	March 2026	Headteacher	Chair



1 Policy Statement

1.1 Hillcrest Primary School is committed to dealing with all requests for information made under the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (EIR) in accordance with the requirements of the Act and/or Regulations.

2 Purpose

2.1 The school has legal obligations to respond to requests from individuals and other organisations for non-personal information within a time-limit.

2.2 These fall within two main types, each having their own statutory timescale for response:

Freedom of Information Act 2000	Requests for information held by a public authority normally relating to functions and activities undertaken by the organisation and the use of public money	20 working days
Environmental Information Regulations 2004	Requests for environmental information held by a public authority normally relating to functions and activities undertaken by the organisation and the use of public money	20 working days

3 Who this policy applies to.

3.1 This policy applies to:

3.2 People

- All staff (including all permanent and temporary employees, agency and casual staff)
- Volunteers, students, interns and trainees doing placements with the school
- Elected members
- Third parties doing business with the school (eg contractors) or acting jointly or in partnership with the school

3.3 Premises

- Information held at Hillcrest Primary School

3.4 Systems

- Information held on of the school’s electronic systems including all computers, peripheral equipment, software, memory devices, tablets, smartphones etc
- Information held on all computer networks or other systems for sending information

3.5 Information

- All information created, received or maintained by the school
- All information, held in any format – electronic, paper, fax, microfiche, or any other format

4 Who has responsibility for Information requests?

4.1 All staff are responsible for ensuring that any request for information they receive is dealt with in line with the requirements of the FOIA and EIR in compliance with this policy.



Growing together.....achieving together

- 4.2 Anyone who receives correspondence from members of the public, staff or another organisation formally requesting information held by the school must comply with this policy.
- 4.3 All staff have a responsibility to recognise a request for information and ensure it is passed to the Headteacher within two working days
- 4.4 The Senior Management is responsible for ensuring the policy is kept up-to-date and that it is accessible to all staff across the organisation via the Public Drive
- 4.5 The school's Headteacher manages and coordinates all FOIA and EIR requests for information received by the school. Any requests for information should be sent directly by email to head@hillcrest.norfolk.sch.uk
- 4.6 Where a person asks for information in a particular form, i.e. paper, electronic or inspection on school premises, we will comply with their preference where reasonably practicable, taking into account all the particular circumstances, including cost.

5 Implementation

We will do this by following procedures listed at APPENDIX A How to Recognise a Request for Information and APPENDIX B What to do if you receive a request for information

- 5.1
- 5.2 This policy will be made available to all staff via the Public Drive
- 5.3 A training needs analysis will be undertaken with staff affected by this document. Based on the findings of that analysis appropriate training will be provided to staff as necessary

6 Monitoring and Audit

- 6.1 Team Managers will regularly ensure staff are aware of their responsibilities for recognising a formal request for information and passing it onto the Headteacher processing.

7 References

- 7.1 Freedom of Information Act 2000.
- 7.2 Environmental Information Regulations 2004

Headteacher:		Date:	
Governor:		Date:	