



**Cleeve Park
School**

Freedom of Information Procedure May 2015

FOI PROCEDURE

The Freedom of Information Act was designed to promote openness and accountability by giving anybody the right to request any information that public bodies hold.

The person making the request doesn't have to follow any particular format, fill in any forms or use any technical language. They also are not required to mention FOI in their request, this means it is up to the member of staff that received the request to recognise that it is covered by the FOI Act and process accordingly.

The process starts when a member of staff receives what they believe might constitute an FOI request, it doesn't have to state it is an FOI request. As soon as the request arrives you have 20 working days to make a formal reply. It is never the responsibility of an individual member of staff to make a reply – even if they have the information at their fingertips.

The Information Co-ordinator (IC) at Cleeve Park School is the Business Manager and must handle all requests. The IC has a responsibility to record and report on all FOI requests and must make the decision on whether there are any grounds to refuse the request. If the IC determines there is an obligation to provide the information requested they will formally request the information from the relevant staff. In the case of a simple request, it may well go back to the staff member who originally received the request. FOI requests may require information from several sources so the IC may request information from several members of staff, there will be a required response date and this must be adhered to. The IC has the responsibility to collate the responses and issue a formal communication on behalf of the establishment. All of this must happen within the 20 working day deadline, so you would need to pass on any potential FOI's immediately and respond to your IC as a matter of priority.

Date to be reviewed: May 2017

To be reviewed by: The Business Manager

FOI REQUEST PROCESS FLOW

