



# TORQUAY BOYS' GRAMMAR SCHOOL

## Freedom of Information Policy

Reviewed by the Personnel Committee – March 2018

**Torquay Boys' Grammar School is committed to safeguarding and promoting the welfare of students and young people in its care.**

### **Overview**

The Freedom of Information Act (FOI) 2000 came into full effect on 1 January 2005. From that date, all schools and employees have new responsibilities.

The FOI creates a general right for any person to be told whether a public authority (including schools) holds information that they specify and, if so, to be given a copy of it within 20 working days.

### **Aims and Objectives**

In response to requests for information we will:

- Give assistance
- Confirm whether the information is held and can be provided
- Supply the information, or give reasons for refusal
- Supply the information within 20 working days

### **Procedure**

**All requests for information that are made under the above Act are to be passed to the Systems Manager who is the FOI Officer for the school.**

A full list of documents that are available by request from the school are listed in the schools publications scheme policy and a copy of the scheme can be provided on request.

Documents are retained for the appropriate periods stated in the retention guidelines for schools provided by the Records Management Society.

**'TBGS's commitment to equality and diversity means that this policy has been screened in relation to the use of gender-neutral language, jargon-free plain English, recognition of the needs of disabled people, promotion of the positive duty in relation to race and disability and avoidance of stereotypes. This document is available in alternative formats on request.'**