

**DRAFT – FREEDOM OF INFORMATION PUBLICATION SCHEME
INCORPORATING FAIR PROCESSING (DATA) POLICY**

The governing body is responsible for maintenance of this scheme.

See also policy on `Fair Processing (Data)`.

1. Introduction: what a publication scheme is and why it has been developed

One of the aims of the Freedom of Information Act 2000 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.
- 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.

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.

2. Aims and objectives

The school aims to help our pupils to:

- Improve as learners.
- Experience success.
- Build on their strengths.
- Make progress in areas of need, be they academic, social or behavioural.

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- Shape their next educational objectives within realistic boundaries.
- Improve their realistic faith in their own abilities.
- Develop empathy appropriate for social environments such as work and school.

This publication scheme is a means of showing how we are pursuing these aims.

3. 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.

The classes of information that we undertake to make available are organised into three broad topic areas:

Governors` documents – information published in governing body documents.

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.

4. How to request information

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

E-mail: office@maudsley-bethlemhospital.southwark.sch.uk

Telephone: 020 8777 1897.

Contact address: The Bethlem and Maudsley Hospital School
Monks Orchard Road
Beckenham
Kent BR3 3BX.

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

5. Paying for information

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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. Classes of information currently published

<i>Governors` documents</i>	Minutes of meetings of governing body.
<i>Pupils and curriculum policies</i>	<p>This section gives access to information about policies that relate to pupils and the school curriculum:</p> <ul style="list-style-type: none"> • Anti-bullying policy and e-safety • Code of behaviour policy • Curriculum statement • Positive handling policy • Religious education policy • Safeguarding (Child Protection) policy • School journey/outings policy • SEN and inclusion policy • Sex and relationship education policy • Single equality policy and accessibility plan
<i>School policies and other information related to the school</i>	<p>This section gives access to information about policies that relate to the school in general:</p> <ul style="list-style-type: none"> • Absence management policy • Business continuity plan • Capability procedures: non-teaching staff • Capability procedures: teacher ill-health • Capability procedures: teacher performance • Code of conduct for staff • Complaints procedure

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	<ul style="list-style-type: none"> • Confidentiality policy • Critical incidents policy • Emergency contact information • ePJS code of conduct • Fair processing policy • Financial procedures • Flexi leave policy • Governors` expenses policy • Grievance procedure • Health and safety policy and arrangements • Minibus use policy • Pay policy • Respect at work policy • Staff disciplinary policy • Whistleblowing policy • Latest Ofsted inspection
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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 Governors.

If you are not satisfied with the assistance that you get or if 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. They can be contacted at:

Telephone: 0303 123 1113

Website: www.informationcommissioner.gov.uk.

J.I.

February 2019

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BETHLEM AND MAUDSLEY HOSPITAL SCHOOL

DRAFT FAIR PROCESSING (DATA) POLICY

This policy consists of the information contained in the attached letter which is sent to all parents/carers of pupils attending the school.

See also policy entitled `Publication Scheme on Information available under the Freedom of Information Act 2000`.

J.I.

February 2019

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Dear Parent/Carer

The Bethlem and Maudsley Hospital School has data about its pupils and is a `data controller` under the Data Protection Act 2018. It processes this data to:

- support its pupils` teaching and learning;
- monitor and report on their progress;
- provide appropriate pastoral care; and
- assess how well the school as a whole is doing.

This data includes contact details, national curriculum assessment results, attendance information, characteristics such as ethnicity, special educational needs and any relevant medical information.

This data may only be used or passed on for specific purposes allowed by law. From time to time the school is required to pass on some of this data to local authorities, the Department for Education (DfE) and to agencies that are prescribed by law, such as Ofsted, the Department of Health (DoH) and organisations that require access to data in the Learner Registration System as part of the Managing Information Across Partners programme. All these are data controllers in respect of the data they receive and are subject to the same legal constraints in how they deal with the data.

Pupils have certain rights under the Data Protection Act, including a general right to be given access to personal data held about them by any data controller. The presumption is that by the age of 12 a child has sufficient maturity to understand their rights and to make an access request themselves if they wish. A parent would normally be expected to make a request on a child`s behalf if the child is younger.

If you wish to access your personal data, or that of your child, then please contact the school in writing; our contact details are shown above.

Please get in touch with us if you require any further clarification.

Yours sincerely

Reviewed by JI – February 2019

Reviewed by Whole School Staff meeting – February 2019

Approved by Governors – March 2019

John Ivens

Headteacher

Reviewed by JI – February 2019

Reviewed by Whole School Staff meeting – February 2019

Approved by Governors – March 2019