



THE BUNGALOW PARTNERSHIP

PUBLICATION SCHEME ON INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000

The Board of Trustees are 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. All information in our publication scheme is [**either available for you on our website to download and print off or**] 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 Bungalow Partnership aims to:

- improve the emotional wellbeing of children, young people and their families
- to ensure that children, young people and their families feel supported at times of need and
- most importantly that they are supported to achieve their own unique potential

and 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 four broad topic areas:

- **The Bungalow Partnership Brochure** – information published in The Bungalow Brochure
- **Trustees' Documents** – information published in the Trustees' Annual Report and in other Board of Trustees' documents
- **Policies** – information about policies that relate to clients, therapeutic support and safeguarding
- **Policies and other information related to The Bungalow Partnership** - information about policies that relate to the organisation in general

4. How to request information

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

The Bungalow Partnership
Rose Wood Academy, The Garth, Coulby Newham, Middlesbrough TS8 0UG

Email: thebungalowpartnership@gmail.com

Website: www.thebungalowpartnership.co.uk

Tel: 01642 595363



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 **[and isn’t on our website]**, you can still contact us to ask if we have it.

5. Paying for information

Information published on our website 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 we will let you know the cost before fulfilling your request. Where there is a charge this will be indicated by a £ sign in the description box.

The Bungalow Partnership will endeavour to respond to requests within one month, excluding academic holidays. Records will be kept of requests and refusals including reasons for refusal. Trustees will review its access policy every two years or earlier to comply with changes in legislation.

6. Classes of Information Currently Published

Class	Description
The Bungalow Partnership Brochure and Leaflets	<p>The contents of the brochure are as follows:</p> <ul style="list-style-type: none"> • The name, address, telephone number, email address, website address • Registered Charity Number • Information about what the organisation does, therapeutic support we offer, how we operate, who we can help and what we hope to achieve • Information about supervision we offer • Information about training we offer to schools, Nurseries and ‘open events’ • Information about student and volunteer placements • Information about testimonials (these may be subject to change) • Families in Focus leaflet – information about family therapy and attachment based parenting programmes • Care to Share leaflet – information about support and supervision for practitioners

Trustees’ Annual Report and other information relating to The Board of Trustees – this section sets out information published in the Trustees’ Annual Report and in other Board of Trustees’ documents.

Class	Description
Trustees’ Annual Report	<p>The statutory contents of the trustees’ Annual Report are as follows:</p> <ul style="list-style-type: none"> • Details of the Board of Trustees’ membership, including name and address of Chair • A financial statement, including donations made to the organisation • A statement about work carried out and progress during the financial year • A statement on development for the new financial year
Terms of the Constitution	<ul style="list-style-type: none"> • Name of the Board of Trustees • The category of the organisation • The name of the Board of Trustees • The manner in which the Board of Trustees is constituted • The term of office of each Trustee, if less than 4 years • the date the instrument takes effect



The Bungalow Partnership

Minutes of meetings of the Board of trustees	<ul style="list-style-type: none"> agreed minutes of meetings of the Board of Trustees (current and meetings held from April 2016)
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Policies - This section gives access to information about policies that relate to clients, therapeutic support and safeguarding and to the organisation in general.

Class	Description
Policies about client, therapeutic support and safeguarding	<ul style="list-style-type: none"> Safeguarding Policy – for promoting the safety and welfare of clients and members of our organisation Confidentiality Policy – to promote client confidentiality, record keeping Data protection Policy – how we collect, use and share personal information Lone Working Policy – statement and instructions about personal and client safety during therapeutic sessions
Policies about the organisation in general	<ul style="list-style-type: none"> Charging Policy – statement of how charges levied for therapeutic support and training events Complaints Procedure – statement of procedures for dealing with complaints Grievance Procedure – statement of procedure for regulating conduct and discipline of Bungalow staff by which staff may seek redress for grievance Health & Safety Policy – statement with respect to health & safety at work of staff (and others) and arrangement for carrying out the policy Fire Safety Policy – statement about responsibility of staff (and others) for personal safety and instructions in case of evacuation Equal Opportunities Policy - statement promoting equal opportunities, fairness and diversity

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 Director at The Bungalow Partnership**

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:

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