

East Lothian Council

FOI Ref: 2018/543308

Please find below a request for all information East Lothian Council holds regarding:

- ***How may incidents of bullying were recorded and monitored in line with East Lothian Council Anti-Bullying Policy at Wallyford Primary School in each of the years 2016, 2017 and 2018 in line with council policy.***

2017	12
2018	6

A new recording system was introduced in January 2017 and as a result records before then are no longer held. In view of this, under Section 17(1)(b) of the Act, I must formally advise you that East Lothian Council (ELC) has been unable to comply with your request for information from 2016 as it is not held.

- ***How may incidents of bullying were recorded and monitored in line with East Lothian Council Anti-Bullying Policy at Wallyford Primary School involving the same child in each of the years 2016, 2017 and 2018.***

2016	5 or less
2017	5 or less
2018	5 or less

Although East Lothian Council holds further information about these incidents, it is exempt from disclosure under Section 38(1)(b) of the Freedom of Information (Scotland) Act 2002. This exemption relates to personal information. When information is released as the result of a freedom of information request it is technically released to the general public, and not just to the person or organisation making the information request. ELC is a small, rural authority with so few schools plus so few incidents that we fear releasing the exact number of these incidents would lead to pupil identification.

- ***How may incidents of bullying were recorded and monitored in line with East Lothian Council Anti-Bullying Policy at Wallyford Primary School involving the same child for all the years 2016, 2017 and 2018 combined.***

Please refer to Appendix I overleaf.

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- ***How may incidents of bullying were recorded and/or noted by the senior management team at Wallyford Primary School in personal spreadsheets, notes and files in each of the years 2016, 2017 and 2018 in line with council policy. This includes***

Please refer to Appendix I overleaf.

- ***How may incidents of bullying were recorded and/or noted by the senior management team at Wallyford Primary School in personal spreadsheets, notes and files involving the same child in each of the years 2016, 2017 and 2018.***

Please refer to Appendix I overleaf.

- ***How may incidents of bullying were recorded and/or noted by the senior management team at Wallyford Primary School in personal spreadsheets, notes and files involving the same child for all the years 2016, 2017 and 2018 combined.***

Please refer to Appendix I overleaf.

- ***How may incidents of bullying were recorded and/or noted by the senior management team at Wallyford Primary School in personal spreadsheets, notes and files but not recorded and monitored in line with East Lothian Council Anti-Bullying Policy for each of the years 2016, 2017 and 2018.***

Please refer to Appendix I overleaf.

- ***How may incidents of bullying were recorded and/or noted by the senior management team at Wallyford Primary School in personal spreadsheets, notes and files but not recorded and monitored in line with East Lothian Council Anti-Bullying Policy for the same child in each of the years 2016, 2017 and 2018.***

Please refer to Appendix I overleaf.

- ***How may incidents of bullying were recorded and/or noted by the senior management team at Wallyford Primary School in personal spreadsheets, notes and files but not recorded and monitored in line with East Lothian Council Anti-Bullying Policy for the same child for all of the years 2016, 2017 and 2018.***

Please refer to Appendix I overleaf.

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Appendix I

There are no spreadsheets that hold this information. Any relevant personal notes would be recorded on SEEMIS pastoral notes or in a child planning minute.

In order to retrieve the level of detail requested, staff would be required to scrutinise pastoral notes and PPRs for all 369 pupils currently at the school.

Our conservative estimate is that this would take an average of 30 minutes per pupil:

$$\begin{array}{rcl} 369 \text{ pupils @ 30 minutes each} & = & 11,070 \text{ minutes} \\ 11,070/60 & = & 184.5 \text{ hours} \end{array}$$

At the very least a Depute Head Teacher, with knowledge of the school, would be required to carry out this exercise. Under FOI legislation, in working out costs, ELC cannot charge more than £15 an hour, and if the person doing the work gets paid less than this, ELC can only charge their hourly rate. In this instance, the hourly rate has been capped at £15 per hour.

$$184.5 \times £15 = \quad \quad \quad \mathbf{£2,767.50}$$

This cost would increase as the request extends to pupils attending the school in previous years. Under Section 12 of the Freedom of Information (Scotland) Act an authority is not obliged to comply with a request for information where the projected costs for supplying that information exceed £600. If, however, you wish to narrow the scope of your request, ELC will happy to consider it as a new information request.