

28 August 2026

How the Gateway Child Protection Department Handles Freedom of Information Requests

Please provide the current document(s) setting out how the Gateway Child Protection department handles Freedom of Information requests, including any:

- **Freedom of Information policy;**

See attachment 1.

- **Standard Operating Procedure (SOP);**

Under Section 1(1)(a) of the Freedom of Information Act 2000, the Trust can confirm this information is not held.

- **Internal guidance or staff instructions for processing FOI requests.**

See attached internal guidance for staff processing FOI requests*:

Attachment 2 – FOI Approval Process

Attachment 3 – Internal Email Signature Graphic

Attachment 4 – Public Liaison Update

Attachment 5 – Extract from Public Liaison Intranet page

Attachment 6 – Additional Extract from Public Liaison Intranet page

*The Child Protection/Gateway Service, within the Children's Community Services Directorate manages FOI requests in line with advice and guidance provided by the Trust's Public Liaison Service.

Please note that redactions have been carried out in line with Section 40(2) where information personally identifies staff members and also where the information is not applicable to FOI or this request.