

24 September 2026

FOI Ref 23414

Request - You asked Staffordshire Police (SP) the following:

I am writing to make a formal request under the Freedom of Information Act 2000 regarding your force policies and operational frameworks.

Please could you provide copies of the following recorded public policy documents:

First, a copy of the active Information Sharing Agreement (ISA), Service Level Agreement, or Joint Working Protocol that covers data sharing and out-of-hours emergency child protection handovers between Staffordshire Police and Stoke-on-Trent City Council Children's Services.

Second, please provide your force's general recording policy and training manuals regarding how, where, and when officers must log electronic pocket notebook entries, daybook notes, or operational scene notes following any emergency incident involving multi-agency callouts or the emergency relocation of a minor.

As these are public administrative policy and guidelines documents that do not contain any personal individual data, I look forward to receiving copies or a direct link to where they are published within the statutory 20-working-day limit.

SP received your request on 21/09/2026 and have processed this under the Freedom of Information Act (FOIA).

SP's response to your enquiry is as follows:

SP holds some of the requested information.

First, a copy of the active Information Sharing Agreement (ISA), Service Level Agreement, or Joint Working Protocol that covers data sharing and out-of-hours emergency child protection handovers between Staffordshire Police and Stoke-on-Trent City Council Children's Services.

- Not Disclosed: Please see the below exemption.

Second, please provide your force's general recording policy and training manuals regarding how, where, and when officers must log electronic pocket notebook entries, daybook notes, or operational scene notes following any emergency incident involving multi-agency callouts or the emergency relocation of a minor.

- No information held.

The following exemption has been applied:

In accordance with Section 17(1) of the Freedom of Information Act, this letter represents a refusal notice for this particular request.

- Section 21(1) - Information reasonably accessible by other means.

Section 21 is an absolute, class-based exemption and as such there is no requirement to quantify the harm that may arise from the disclosure, nor is there a requirement to perform a Public Interest Test.

Advice and assistance

To comply with our obligations under Section 16 of the Act, the obligation to provide advice and assistance, please find below links to the information requested.

- [Microsoft Word - One Staffordshire Protocol v13.4 - Search](#)

Please be advised that all Freedom of Information request responses are published on the SP website although personal details are not included.

Freedom of Information Request Appeals Procedure

1. Who Can Ask for a Review

Any person who has requested information from SP, which has been dealt with under the Freedom of Information Act, is entitled to complain and request an internal review, if they are dissatisfied with the response they received.

2. How to Request a Review

Requests for review of a Freedom of Information request must be made in writing within two months of the date of receipt of this email, and should be addressed to:

IAT@staffordshire.police.uk

Or by Post to:

Information Access Team
Staffordshire Police HQ
PO Box 3167
Stafford
ST16 9JZ

The reference number, date of the request and details of why the review is being requested must be included. Requests for review should be brought to the attention of the Information Access Team within two months of the SP response to the original FOI request.

3. Review Procedure

Receipt of a request for review will be acknowledged in writing. The review will be conducted by a supervisor who is independent from the original Decision Maker. The Information Access Team will set a target date for a response. The response will be made as soon as is practicable with the intention to



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complete the review within twenty working days. In more complex cases the review may take up to forty working days.

The independent supervisor will conduct a review of the handling of the request for information and of decisions taken, including decisions taken about where the public interest lies in respect of exempt information where applicable. The review enables a re-evaluation of the case, considering the matters raised by the complaint.

4. Conclusion of the Appeal

On completion of the review the independent supervisor will reply to the appellant with the result of the review. If the appellant is still dissatisfied following the review they should contact the Information Commissioner to make an appeal. The Information Commissioner can be contacted via the following link: <https://ico.org.uk/make-a-complaint/foi-and-eir-complaints/foi-and-eir-complaints/>

Freedom of Information
Information Access Team