

# Freedom of Information Policy and Publication Scheme

## RELATING TO

All Academies of the Shaw Education Trust  
for the financial year 1<sup>st</sup> September 2016 to 31<sup>st</sup> August 2017

## WAS APPROVED BY THE MANAGEMENT BOARD

ON

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**SIGNED BY MEMBER OF THE BOARD**

**NAME [Print].....**

**POSITION.....**

## ADOPTED BY THE ACADEMY COUNCIL OF:

\_\_\_\_\_Academy

ON

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**SIGNED BY THE CHAIR OF THE ACADEMY COUNCIL**

**NAME [Print].....**

**POSITION.....**

**Freedom of Information Policy and Publication Scheme**

## History of most recent policy changes

| Date | Page<br>e.g. whole document | Detail of Change | Origin of Change e.g.<br>Reason for change or<br>Change in legislation |
|------|-----------------------------|------------------|--|
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## Introduction

The Shaw Education Trust is committed to the Freedom of Information Act 2000 (FOIA) and to the principles of accountability and the general rights of access to information, subject to legal exemptions. This policy outlines our response to the FOIA and the framework for managing requests.

## Background

The Freedom of Information Act 2000 (FOIA) came into force on 1st January 2005 for all schools. From 1st January 2011 all Academies are also included. Under the Act, any person has a legal right to ask for information held by the Shaw Education Trust. They are entitled to be told whether Shaw Education Trust holds the information, and to receive a copy, subject to certain exemptions.

All information that Shaw Education Trust routinely makes available to the public is included in the Publication Scheme. Requests for other information should be dealt with in accordance with the statutory guidance. While the Act assumes openness, it recognises that certain information is sensitive. There are exemptions to protect this information. The Act is fully retrospective, any past records which Shaw Education Trust holds are included. Shaw Education Trust fully complies with the Retention Schedule produced by the Records Management Society of Great Britain, details are found in our Record Management and Retention Policy. It is an offence to wilfully conceal damage or destroy information in order to avoid responding to an enquiry.

Requests for information can be made to any member of staff, staff need to be aware of the procedure and to forward all requests to the Company Secretary immediately. Requests must be in writing (including email), and should include the enquirers name and address and state what information they require. They do not have to mention the FOIA or why they want the information. Shaw Education Trust has a duty to respond to each request appropriately within 20 days or within 60 days if the request is made during the school holidays. Please refer to the Freedom of Information Procedure for information on the process upon receiving a request.

## Obligations and Duties

Shaw Education Trust recognises its duty to:

- Provide advice and assistance to anyone requesting information.
- Tell enquirers whether or not we hold the information they are requesting (the duty to confirm or deny), and provide access to the information we hold in accordance with the Shaw Education Trust Freedom of Information Procedures.

## Shaw Education Trust Publication Scheme

The Shaw Education Trust Publication Scheme contains all information available under the FOIA. The Publication Scheme sets out the following:

- 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. The Publication Scheme and the materials it covers will be readily available in

hard copy from Shaw Education Trust. It is also available on the Shaw Education Trust and Academies' websites. This publication scheme conforms to the model scheme for Academies approved by the Information Commissioner.

## **Dealing with Requests**

All requests will be responded to in accordance with the Shaw Education Trust Freedom of Information Procedure.

## **Exemptions**

Certain information is subject to either absolute or qualified exemptions. Details can be found in the Shaw Education Trust Freedom of Information Procedure. When we wish to apply a qualified exemption to a request we will invoke the public interest test procedures to determine if public interest in applying the exemption outweighs the public interest in disclosing the information. Shaw Education Trust will maintain a register of requests where we have refused to supply information and the reasons for the refusal. Information will be retained for 5 years.

## **Public Interest Test**

Unless it is in the public interest to withhold information, it has to be released. Shaw Education Trust will apply the Public Interest Test before any qualified exemptions are applied. Information on applying the Public Interest Test is available in the Shaw Education Trust Freedom of Information Procedure.

## **Charging**

We reserve the right to refuse to supply information where the cost of doing so exceeds the current statutory maximum of £450. Information published on the Shaw Education Trust and Academies websites is free although you may incur costs from an internet service provider. If you do not have access to the internet, you can access our websites using a local library or internet cafe.

## **Postage and Copying**

Where the cost of postage, printing or photocopying is below £10, we will not make a charge. Where it is over £10, the first £10 will be free of charge; after that, we will charge the full estimated cost of postage and copying. Before we produce the information we will tell you how much it will cost. If you decide not to pay, then we will not release the information.

If you decide to refine the request so it reduces the cost of, say, copying we are happy to discuss that with you.

## **Classes of Information Currently Published**

Who Are We and What Do We Do - organisational information, structures, locations and contacts.

| Description  | Availability<br>HC= Hardcopy<br>W=Website |
|--|---|
| Who's who in the Trust and Academies                       | HC and some academy websites              |
| Academy Council Members and the basis of their appointment | W   |
| Instrument of Government/Scheme of Delegation              | W   |
| Contact Details of key personnel                           | W   |
| School prospectus  | W and HC                                  |
| Trust and Academy Senior staff structure                   | W   |
| School session times and term dates                        | W and HC                                  |

What We Spend and How We Spend It – current and previous year financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit

| Description  |        |
|--|--------|
| Annual budget and financial statements             | W, HC. |
| Annual accounts                                    | W, HC  |
| Procurement and capital projects                   | W, HC  |
| Pay Policy   | HC     |
| Vision statement and school plans                  | W, HC  |
| Safeguarding policies and other statutory policies | W      |

Decision Making – processes and records for last 3 years

| Description   | Availability<br>HC= Hardcopy<br>W=Website |
|---|---|
| Admissions Policy                                     | HC, W                                     |
| Academy council agendas and minutes where appropriate | W, HC                                     |
| Board level summarised minutes where appropriate      | W, HC                                     |

Policies and Procedures – current written protocols, policies and procedures

| Description  | Availability<br>HC= Hardcopy<br>W=Website |
|--|---|
| Charging and remissions Policy                     | HC, W                                     |
| Health and Safety policy                           | HC, W                                     |
| Complaints Procedure                               | HC, W                                     |
| FOI Policy and procedure                           | HC, W                                     |
| Recruitment and Selection Policy                   | HC, W                                     |
| SEND accessibility policy                          | HC, W                                     |
| Good Behaviour policy                              | HC, W                                     |
| Information Security and Record retention Policies | HC, W                                     |

## **Comments and Complaints**

We welcome comments and suggestions you may have about the scheme. If you want to make any comments about the publication scheme or if you require further assistance or wish to make a complaint this should be addressed to: The Company Secretary, Shaw Education Trust, The Lodge, Wolstanton High School, Newcastle Under Lyme, ST5 9JU.

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 Commissioners Office. They can be contacted at: Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 01625 545700 Web: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)