



Cleveland
LEARNING TRUST

FREEDOM OF INFORMATION POLICY

Date approved by CLT Trust Board

Signed:

Review Date:

1.0 Introduction

With effect from 1st January 2005 the Freedom of Information Act 2000 (FOIA) came fully into force. The Clevedon Learning Trust (the Trust) and schools within the Trust are committed to openness and are clear and proactive about the information they make public, but also recognise the need to protect sensitive information in certain circumstances. Even where certain exemptions apply, information will still be released if it is in the public interest to do so.

2.0 Right to request information

The Trust is duty bound to provide advice and assistance to anyone requesting information. Requests can be made under either:

- (a) Data Protection Enquiry (DPE)
- (b) Environmental Information Regulations Enquiry (EIR), or
- (c) Freedom of Information Enquiry (FOI)

The scheme gives clear guidance to ensure that all employees at the Trust are able to comply with requests for information under FOI. 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 with 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 via the Clevedon Learning Trust or individual school websites to download and/or print, or available in paper form. Some information which we hold may not be made public, for example personal information.

The enquirer is entitled to be told whether the information is held (this is known as the duty to confirm or deny) and, if so, to have access to it. Access can include providing extracts of a document or a summary of the information sought, or access to the original document. However, the FOIA recognises the need to preserve confidentiality of sensitive information in some circumstances and sets out a number of exemptions.

There are only for reasons for not complying with a valid request for information under the FOIA:

- The information is not held;
- The cost threshold is reached;
- The request is considered vexatious or repeated
- One or more of the exemptions apply.

3.0 Classes of Information

The classes of information that we undertake to make available are organised into broad topic areas:

- **Who we are and what we do.**
Organisational information, locations and contacts, constitutional and legal governance.
- **What we spend and how we spend it.**
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- **What our priorities are and how we are doing.**
Strategy and performance information, plans, assessments, inspections and reviews.
- **How we make decisions.**
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- **Our policies and procedures.**
Current written protocols for delivering our functions and responsibilities.
- **Lists and Registers.**
Information held in registers required by law and other lists and registers relating to the functions of the Trust.
- **The Services we offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

- The classes of information will not generally include:
 - Information, the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
 - Information in draft form.
 - Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

Trust Policy documents can be viewed at www.clevedonlearningtrust.org.uk

Policies held by schools within the Trust may be viewed via their individual websites.

4.0 How to Request Information

- 4.1 If you require a paper version of any of the documents within the scheme or want to enquire whether information is available, please contact the Trust by letter or email to:
- Clevedon Learning Trust
Valley Road
Clevedon
North Somerset
BS21 6AH
or office@clevedonlearningtrust.org.uk

To help us process requests quickly, any correspondence should be clearly marked "Publication Scheme Request".

Any requests for Freedom of Information paperwork will be charged at cost for reprographics, paper and postage.

- 4.2 If the information you are looking for is not available via the scheme and is not on our website, you can still contact the Trust. Requests should be made in writing as per 4.1 above and include the enquirer's name and correspondence address together with a description of the information requested.
- 4.3 On receipt of a request, the designated person will
- Decide whether the request is a request under DPE, EIR or FOI
 - Decide whether the Trust holds the information or whether the request should be transferred to another body if the information is not held by the Trust
 - Provide the information if it has already been made public
 - Consider whether a third party's interest might be affected by disclosure and, if so, consult them.
 - Consider whether any exemptions apply and whether they are absolute or qualified.
 - Carry out a public interest test to decide if applying the qualified exemption outweighs the public interest in disclosing the information.
 - Consider whether the request is vexatious or repeated.
- 4.4 The Trust will reply to a written request under the FOIA within the legally prescribed limit of 20 working days, excluding non-school days. The response time starts from the time the request is received. Where the Trust has asked the enquirer for more information in order to provide an answer, the 20 days start time begins when this further information has been received.
- 4.5 The FOIA covers all information held and is retrospective.
- 4.6 The enquirer is entitled to be told whether the Trust or individual schools hold the information (the duty to confirm or deny) except where certain exemptions apply.
- 4.7 The enquirer will be informed if the information is not held.
- 4.8 All information held by the Trust or individual schools within the Trust must be recorded legibly.
- 4.9 The Trust schools maintain well managed records and management information to aid the Trust to meet requests.

- 4.10 The Trust and its schools will not wilfully conceal, damage or destroy information to aid the Trust to meet requests.
- 4.11 Expressions of dissatisfaction will be handled through the Trust's Complaints Procedure.
- 4.12 The Trust will charge applicants a fee in accordance with the FOI Fees Regulations and may include disbursements for reprographics, postage and packaging and costs directly incurred as a result of viewing information. Information published on our website is free, although you may incur costs from your Internet Services Provider.
- 4.13 The Trust will maintain a record of requests received, responded to and denied. The Trust Board will review the register annually.
- 4.14 If the request is made for a document that contains exempt personal information, the Trust will ensure that the personal information is removed.

5.0 Subject Access Request

Details relating to an information subject access request (SAR) made under Section 7 of the Data Protection Act 1998 (DPA) are available in the Trust's Data Protection Policy.

6.0 Record Retention

The Trust and its schools have a School Record Retention Document based on the guidelines issued by the Records Society of Great Britain.

7.0 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 Clevedon Learning Trust, Valley Road, Clevedon, North Somerset, BS21 6AH. 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 545700
Email: publications@ic-foi.demon.co.uk
Website: www.informationcommissioner.gov.uk

8.0 Conclusion

This Policy should be read in conjunction with the DfE Freedom of Information Act 2000. Adherence to these guidelines will ensure that the Trust complies with the Freedom of Information Act 2000.
<https://www.education.gov.uk/publications/standard/publicationdetail/page1/FOIA/2004>

APPENDIX A

Guide to information available from the Clevedon Learning Trust under the publication scheme

| Information to be published | How the information can be obtained |
|---|---|
| Who we are and what we do (organisational information, structures, locations and contacts) | |
| Master Funding Agreements and Supplemental Funding Agreements | Clevedon Learning Trust website www.clevedonlearningtrust.org.uk |
| Articles and Memorandum of Association | Clevedon Learning Trust website www.clevedonlearningtrust.org.uk |
| Academy Order | Clevedon Learning Trust website www.clevedonlearningtrust.org.uk |
| School Staff and structure – names of key personnel | Individual School Websites |
| Board of Trustees – names of trustees | Clevedon Learning Trust website www.clevedonlearningtrust.org.uk |
| Contact details for the Headteacher and Local Governing Body | Individual School Websites |
| Location and contact information – address, telephone number and website | Individual School Websites |
| School Session Times, Term Dates and Holidays | Individual School Websites |
| School Prospectus | Individual School Websites / Hardcopy |

| Information to be published | How the information can be obtained |
|---|---|
| What we spend and how we spend it (Financial Information relating to projected and actual income and expenditure, procurement, contracts and financial audit) | |
| Company accounts that have been filed with the Charity Commission and Companies House | Clevedon Learning Trust website www.clevedonlearningtrust.org.uk |
| Annual budget plan and financial statements | Available on request |
| Capital funding – details of capital funding allocated to the school along with information on related building projects and other capital projects | Available on request |
| Additional funding – Income generation schemes and other sources of funding | Available on Request |
| Procurement and Contracts – details of procedures used for the acquisition of goods and services. Details of contracts that have gone through a formal tendering process. | Available on Request |
| Use of Pupil Premium Funding | Individual School websites |

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| Pay Policy – a statement of the Trust’s policy regarding teacher and support staff pay | Available on Request |
| Trustee and Governors allowances – details of allowances and expenses that can be claimed or incurred | Clevedon Learning Trust website www.clevedonlearningtrust.org.uk |

| Information to be published | How the information can be obtained |
|---|---|
| What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews). Current Information | |
| School profile <ul style="list-style-type: none"> Government supplied performance data OFSTED report – summary and full report SIAS report | DfE Website School Performance Tables www.education.gov.uk/schools/performance Individual School Websites |
| Strategic Plan | Available on Request |
| Appraisal Policy | Available on Request |
| Child protection – policies and procedures on safeguarding and promoting the welfare of children | Clevedon Learning Trust website www.clevedonlearningtrust.org.uk |

| Information to be published | How the information can be obtained |
|---|-------------------------------------|
| How we make decisions (Decision making processes and records of decisions) | |
| Admissions Policy – arrangements and procedures and right of appeal | Individual School Websites |
| Board of Trustees agendas, minutes and papers (NB, this will exclude confidential items) | Available on request |
| Local Governing Body agendas, minutes and papers (NB, this will exclude confidential items) | Available on request |

| Information to be published | How the information can be obtained |
|--|---|
| Our Policies and Procedures (current written protocols, policies and procedures for delivering our services and responsibilities) | |
| Trust Policies Charging and Remissions Policy Health & Safety Policy Complaints Policy and Procedure Safeguarding Policy | Clevedon Learning Trust website www.clevedonlearningtrust.org.uk |
| Trust Policies Staff Conduct Policy Staff Discipline and Grievance Policies Pay Policy | Available on request |

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| Pupil and Curriculum Policies, including: Curriculum Sex Education SEND (Special Educational Needs) Accessibility Race Equality Collective Worship Behaviour | Individual School Websites |
| Records Management Records Retention Information Security Destruction and archive policies Data Protection Policies | Available on Request |

| Information to be published | How the information can be obtained |
|--|-------------------------------------|
| Lists and Registers Currently maintained lists and registers only | |
| Curriculum, circulars and statutory instruments | Available on request |
| Disclosure Logs | Available on request |
| Asset Register | Available on request |
| Any information the Trust is legally required to hold in publicly available registers. NB, this does not include the attendance register | Available on request |

| Information to be published | How the information can be obtained |
|---|-------------------------------------|
| The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current Information only | |
| Extra-curricular activities | Individual School Websites |
| Out of School clubs | Individual School Websites |
| School publications | Individual School Websites |
| Leaflets, booklets and newsletters | Individual School Websites |
| Services for which the school is entitled to recover a fee, together with those fees | Individual School Websites |