



## Freedom of Information Policy

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<b>Author Initials</b>	Risk Management Team (ZW)
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*(This policy supersedes all previous Freedom of Information policies)*



**NON CONTRACTUAL POLICY**

**Amendments**

<b>Policy Date</b>	<b>New Version</b>	<b>Summary of change</b>	<b>Comments Number</b>

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## 1. Introduction

1.1 This publication scheme commits Education South West to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by Trust and its schools. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

## 2. The Scheme Commits the Trust:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications below
- To specify the information which is held by the Trust and falls within the classifications below
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- To review and update on a regular basis the information the Trust makes available under this scheme
- To produce a schedule of any fees charged for access to information which is made proactively available
- To make this publication scheme available to the public

## 3. Classes of Information

- **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

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- **The Services we offer** - advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

#### 4. **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

#### 5. **The method by which information published under this scheme will be made available**

- The Trust will indicate clearly to the public what information is covered by this scheme and how it can be obtained
- Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Trust will indicate how information can be obtained by other means and provide it by those means
- In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale
- Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so
- Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme

#### 6. **Charges which may be made for Information published under this scheme**

- The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Trust for routinely published material will be justified and transparent and kept to a minimum
- Material which is published and accessed on a website will be provided free of charge

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- Charges may be made for information subject to a charging regime specified by Parliament
- Charges may be made for actual disbursements incurred such as:
  - photocopying
  - postage and packaging
  - the costs directly incurred as a result of viewing information
- Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public
- If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### 7. Written Requests

- 7.1 Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.
- 7.2 Under the Act an academy has to respond to a written request for information with 20 working days, unless it is subject to an exemption.

Requests should be addressed to:

PA to Executive Principal (Clerk to ESW Board)  
Education South West  
c/o Coombeshead Academy  
Coombeshead Road  
NEWTON ABBOT  
TQ12 1PT

- 7.3 To help us process requests quickly, any correspondence should be clearly marked "**PUBLICATION SCHEME REQUEST**".

### 8. Review of policy

- 8.1 This policy is reviewed every three years or upon change of relevant legislation. We will monitor the application and outcomes of this policy to ensure it is working effectively.

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## ANNEX 1

### Guide to information available from the Trust under the publication scheme

Information to be Published	How the Information can be Obtained
<b>Class 1 - Who we are and what we do</b>	
Who is the organisation	Website
Contact details for the organisation	Website
Structure	Website
<b>Class 2 – What we spend and how we spend it</b>	
Education South West Annual Accounts for the previous financial year	Website & hard copy
<b>Class 3 – What our priorities are and how we are doing</b>	
Education South West Vision and Strategy	Website
Ofsted Reports	Website & hard copy
Examination performance	Website & hard copy
<b>Class 4 – How we make decisions</b>	
Minutes of Education South West Board meetings	Hard copy
<b>Class 5 – Our policies and procedures</b>	
HR Policies	Website & hard copy
Safeguarding and Child Protection Policies	Website & hard copy
Health and Safety Policy	Website & hard copy
Complaints Policy	Website & hard copy
Freedom of Information Policy	Website & hard copy
Privacy Notice	Website & hard copy
Equalities Policy	Website & hard copy
<b>Class 6 – Lists and registers</b>	
Education South West Statutory records	Hard copy
<b>Class 7 – The services we offer</b>	
Education South West Multi Academy Trust	Website