

# St Francis of Assisi Catholic College

*'Nil satis optimum'*



## Freedom of Information Policy

## Control Sheet

<b>Version number</b>	01 – New Policy
<b>Original date approved</b>	N/A – New Policy - amended to ensure compliance with: <u>Walsall Council (Mazars) Financial Audit Report November 2020:</u> <i>'The policy did not include details of who approved the policy/date of approval, who reviewed it and when the next review date should be. The auditors noted that there was a risk where documents are not reviewed regularly, there is a risk of ineffective, inefficient, and/or out dated working practices being adopted by staff.'</i>
<b>Current date approved</b>	Expected date for approval following consultation 20 <sup>th</sup> May 2021
<b>Approved by</b>	Governors' Curriculum Committee
<b>Date of next review</b>	May 2023
<b>Status</b>	Under consultation
<b>Policy owner</b>	Business Manager
<b>Policy location</b>	Staff Shared Area
<b>Target group</b>	Staff, parents, public, external accountability agencies
<b>Consultation</b>	College Union Representatives and Staff

<b>Document History:</b>			
<b>Version</b>	<b>Date of review</b>	<b>Author</b>	<b>Note of revisions</b>

Associated documents:	
<b>College Policies</b> <ul style="list-style-type: none"> <li>• General Data Protection Regulation</li> <li>• ICT Acceptable Use</li> <li>• E-Safety</li> <li>• Whistleblowing</li> </ul> <b>Other</b> <ul style="list-style-type: none"> <li>• Privacy Notices</li> <li>• Data Collection (annually to parents to confirm information we hold)</li> <li>• Subject Access Requests and Data Sharing Request Form</li> </ul>	<ul style="list-style-type: none"> <li>• Records Retention Guidance</li> </ul>
Links to:	
<b>Statutory guidance</b> <ul style="list-style-type: none"> <li>• Freedom of Information Act 2000 and guidance from the Information Commissioners Office - <a href="https://ico.org.uk/for-organisations/guide-to-freedom-of-information/">https://ico.org.uk/for-organisations/guide-to-freedom-of-information/</a></li> <li>• General Data Protection Regulation- <a href="#">Data Protection Act 2018</a></li> </ul> <b>Non- statutory guidance</b> <ul style="list-style-type: none"> <li>• Gov.uk <a href="#">Guide to the General Data Protection Regulation</a></li> <li>• <a href="#">Information Commissioner’s Office</a></li> </ul>	

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### 1. Policy statement

The Freedom of Information Act 2000 provides public access to information held by public authorities. This publication scheme commits Saint Francis of Assisi Catholic College (referred to forthwith as ‘the College’) to make information available to the public as part of its activities as an organisation.

It must do this in two ways as:

- public authorities are obliged to publish certain information about their activities.

- members of the public are entitled to request information from public authorities.

The College is committed to being open and transparent and aims to publish as much information as possible on its website; but if there is any other information that any individual or organisation (referred to here to forthwith as ‘the Enquirer’) may require they should email [gopr@stfrancis.cc](mailto:gopr@stfrancis.cc) or write to:

Data Protection Officer  
St Francis of Assisi College  
Erdington Road  
Aldridge  
Walsall  
WS9 0RN

The Enquirer making a request should include:

- A name – this may be an individual or an organisation.
- An address, telephone number and email address.
- A preferred method of response to the request.
- A brief explanation they are requesting the information – this might make it easier for the College to respond to the request in the most helpful or appropriate way.

All requests will be acknowledged within five working days of receipt and the Enquirer making the request will be advised when they may expect the information from the College; please refer to section 7 below for the charges which may be payable for the information requested. The College will confirm in writing when a charge is likely to be payable to ascertain if the Enquirer making the request would like to continue with it.

All requests will be responded to within the 20 school days which is in accordance with the statutory time limit. There may be times when the information cannot be supplied and the College will confirm this in writing where it applies to any request. The Enquirer has the right to appeal the decision in writing in the first instance and this will be reconsidered under the College Complaints Procedure; after this stage, if the Enquirer making the request feels the decision of the College is unreasonable, they may contact the Information Commissioner’s Office at [www.ico.org.uk](http://www.ico.org.uk) or write to:

Information Commissioner’s Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

## **2. Scope and purpose**

The College recognises its duty to:

- Provide advice and assistance to anyone requesting information. We will help enquirers to put more complex requests into writing so that they can be handled.
- Inform 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 procedures laid down.
- Ensure that all classified personal data, including electronic and paper copies, are held securely, transferred securely and only to authorised individuals or agencies.

The College fully accepts that failure to comply may result in an investigation and/or fines from the Information Commissioner (ICO).

## **3. Roles and responsibilities**

The Head Teacher, who is accountable to the Governing Body, has overall responsibility for the effective operation of this Policy and for ensuring compliance with the relevant statutory framework.

## **4. Procedures**

The Freedom of Information Act deals with requests for non-personal data held by the College.

Any person has a legal right to ask for access to information held. They are entitled to be told whether the College holds the information and to receive a copy, subject to certain exemptions.

The information which the College routinely makes available to the public is included in the Freedom of Information Publication Scheme. Requests for other information should be dealt with in accordance with the guidance below. While the Act assumes openness, it recognises that certain information is classified. There are exemptions to protect this information.

## **5. What a publication scheme is and why it has been developed**

This publication scheme commits the College to make information available to the public as part of its normal business activities. The information covered is included below where this information is held by the College.

The scheme commits the College:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the College and falls within the classifications below.
- To specify the information held by the College 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 College 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.

## **6. The method by which information published under this scheme will be made available (refer to Appendix A)**

The College will:

- Indicate clearly to the public what information is covered by this scheme and how it can be obtained.
- Where it is within its capability information will be provided on its website. Where it is impracticable to make information available on the website or when an individual does not wish to access the information via the website, the College 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 any such other language that is legally required. Where there is a legal requirement to translate any information, the College 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.

## **7. Charges which may be made for information published under this scheme (refer to Appendix B)**

- 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 College for routinely published material will be justified, transparent and kept to a minimum.
- Material which is published and accessed on a website will be provided free of charge.
- 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 and 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 will be requested prior to provision of the information.

## **8. Written requests**

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.

## **9. Complaints**

If an Enquirer believes that the College has not complied with their Freedom of Information Act request, a complaint will be dealt with in the first instance under the College Complaints Procedure.

If the complaint remains unresolved under this Policy, the Enquirer can contact the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk) or to write to:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

## **10. Policy review**

The implementation and impact of this Policy will be reviewed every two years by the Governing Body; this may occur earlier should there be a change in legislation, statutory guidance or an event or incident in the College which makes this necessary. The recognised trade unions will be included in this process.

## Appendix A: Information to be published

Information to be published	How the information can be obtained
<b>Who we are and what we do (organisational information, structures, locations and contacts – current information only)</b>	
Who's who in the College Who's who on the College Senior Leadership Team	College website <a href="https://www.stfrancis.cc/">https://www.stfrancis.cc/</a> or hard copy on request
Who's who on the College Governing Body and the basis of their appointment	College website <a href="https://www.stfrancis.cc/">https://www.stfrancis.cc/</a> or hard copy on request
Contact details for the Head Teacher and for the College Governing Body	College website <a href="https://www.stfrancis.cc/">https://www.stfrancis.cc/</a> or hard copy on request
College prospectus	College website <a href="https://www.stfrancis.cc/">https://www.stfrancis.cc/</a> or hard copy on request
College Staffing Structure	Hard copy on request
College session times and term dates	College website <a href="https://www.stfrancis.cc/">https://www.stfrancis.cc/</a> or hard copy on request
College address and contact details	College website <a href="https://www.stfrancis.cc/">https://www.stfrancis.cc/</a> or hard copy on request



<b>What our priorities are and how we are doing (strategies and plans, performance indicators, audits, inspections and reviews – current information as a minimum)</b>	
College profile: Performance data Latest Ofsted reports (Summary and Full) Post-inspection action plan	College website <a href="https://www.stfrancis.cc/">https://www.stfrancis.cc/</a> or hard copy on request
(Staff) Performance appraisal and capability procedures adopted by the College	Hard copy on request
The College's future plans; for example, proposals for any imminent or known consultation on the future of the College, such as a change in status	College website <a href="https://www.stfrancis.cc/">https://www.stfrancis.cc/</a> or hard copy on request
Safeguarding and Child Protection including Prevent Duty	College website <a href="https://www.stfrancis.cc/">https://www.stfrancis.cc/</a> or hard copy on request

<b>How we make decisions (decision making processes and records of decisions – current and previous three years as a minimum)</b>	
Admissions policy/decisions criteria (not individual admission decisions) – where applicable	College website <a href="https://www.stfrancis.cc/">https://www.stfrancis.cc/</a> , or hard copy on request
Minutes of meetings of the College Governing Body (NB this will exclude information that is properly regarded as private to the meetings)	When approved at the subsequent meeting minutes are on the College website at <a href="https://www.stfrancis.cc/">https://www.stfrancis.cc/</a> or hard copy on request only

<b>Our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities)</b>	
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data Protection/Privacy Statements (including information sharing policies)</li> </ul>	College website <a href="https://www.stfrancis.cc/">https://www.stfrancis.cc/</a> or hard copy on request
Charging regimes and policies (Charging and Remissions Policy)	College website <a href="https://www.stfrancis.cc/">https://www.stfrancis.cc/</a> or hard copy on request

<b>Lists and registers – currently maintained lists and registers only</b>	
Curriculum circulars and statutory instruments	N/A
Disclosure logs	N/A
Asset register	Hard copy on request
Any information the College is currently legally required to hold in publicly available registers (this does not include the attendance register)	Specific information, if available on request by hard copy

<b>The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses – current information only)</b>	
Extra-curricular activities	College website <a href="https://www.stfrancis.cc/">https://www.stfrancis.cc/</a> or hard copy on request
Out of College hours clubs	College website <a href="https://www.stfrancis.cc/">https://www.stfrancis.cc/</a> or hard copy on request
Services for which the College is entitled to recover a fee, together with those fees	Hard copy on request
College publications, leaflets, books and newsletters	College website <a href="https://www.stfrancis.cc/">https://www.stfrancis.cc/</a> or hard copy on request

## Appendix B: Schedule of charges

Details are given below of the charges made by the College for copies of documents and other information under the Freedom of Information Act:

**Website** – access to the website is free of charge unless otherwise specified

**Email and attachments** – free of charge unless otherwise specified

**Website printouts** – printouts from the College website or external websites are not provided

### **Copies by post (all information):**

#### **Photocopies**

A4 pages at 15p per page (single sided) black and white, 20p per page colour (single sided) A3 pages at 25p per page (single sided) black and white, 30p per page colour (single sided) A2 pages at £1.25 per page (single sided) black and white, £1.50 per page colour (single sided). Accumulated charges under £5 will be free.

**Information accessed on site** - can be viewed free of charge, photocopies can be made according to the scale charges above.

**Postage for standard letters (first and second class)** - charges will not be made. For larger collections of material, postage will be charged for any item or items in excess of a cost of £2.00.

**Administration fees** - charges can, in accordance with the relevant legislation, legally be made for administration where a request will take a significant amount of staff time. Such charges are calculated at £25 per hour with a maximum limit of £450. The College is within its statutory rights to refuse to comply with a request where the cost to provide it will exceed 18 hours. Guidance will be given to the Enquirer on how they could refine their request to make it less onerous. Alternatively, the College may comply with the request for an extra charge which will be advised to the Enquire prior to starting work on the request. The fee will be payable in full before supplying the information.