

Freedom of Information Policy

ODBST Level 1 Statutory Policy:	ALL Schools require this policy with no changes allowed to core text. No changes are necessary to personalise this with school name and branding, as this is a Trust level policy for use, without change, by all schools, except where a school contact is required as identified in the content of the policy. LGBs will note adoption in LGB meetings. Review will take place at Trust level, and schools will be notified of updates and review dates as necessary.
Other related ODBST policies and procedures:	ODBST Data Protection Policy ODBST Freedom of Information Publication Scheme – Appendix A
Committee responsible:	FRAPP
Approved by:	Trust Board
Date Approved:	11 th July 2023
Review Date:	Summer term 2025

Freedom of information

Introduction

The Freedom of Information Act 2000 commits an authority to make information available to the public as part of its normal business activities.

The Oxford Diocesan Books Schools Trust (ODBST) upholds the 7 principles of public life (The Nolan Principles). It is committed to the principles of accountability and the general rights of access to information, subject to legal exemption following GDPR law. The Freedom for information Act came into force for all Academies on 1 January 2011 and under the Act, any person has a legal right to ask for information produced in the course of the work carried out by the ODBST and the schools within the Trust.

The Trustees have responsibility for ensuring that the ODBST complies with the Freedom of Information Act.

The Information Commissioner's Office has prepared and approved a model publication scheme which may be adopted without modification by any public authority without further approval and will be valid until further notice. The ODBST has adopted this model publication; further information (<https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>) is set out within this document. The model scheme can be found as Appendix A.

The information covered by the Freedom of Information Act is included in the classes of information below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 authority 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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in

section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

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 authority.

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

The method by which information published under this scheme will be made available

The authority 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, a public authority 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.

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 authority 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.

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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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.

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.

Appendix A Guide to information available from ODBST under the Freedom on Information Publication Scheme

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
CLASS 1: WHO WE ARE AND WHAT WE DO		
Schools within the ODBST	Trust website	Free
Details of the Trusts Members and Trustees	Trust website	Free
Details of school governors	School website	Free
Articles of Association	Trust website	Free
Who's who in the Trust and	Schools Trust / School websites	Free
School session times and term dates	School website	Free
Scheme of delegation	Trust website / hard copy	Free / see charges
Corporate details: registered office, directors, members	Trust website / companies house website	Free
Instrument of Government	DfE website	Free

Our Service	Trust website	Free
Location and contact	Details for the Trust and School websites	Free
School prospectus	School websites	Free
CLASS 2: WHAT WE SPEND AND HOW WE SPEND IT		
Statutory accounts	Trust website	Free
Annual budget plan and financial statements	Hard copy	See charges
Capital funding	Hard copy	See charges
Additional funding	Hard copy	See charges
Pay Policy Trust	website	Free
Procurement and Contracts	Hard copy	See charges
Governors' allowances	Hard copy	See charges
Investment and reserves policy	Trust website	Free
CLASS 3: WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING		
Trust vision, aims and strategic plan	Trust / School website	Free
Academic performance	Trust / School website	Free
Latest OFSTED report	School website / Ofsted website	Free
Performance Management policy and procedures	Hard Copy	See charges
Child protection policies	School website	Free
CLASS 4: HOW WE MAKE DECISIONS		
Admissions policy	School website	Free
Local Governing Board meetings agendas and minutes	Hard Copy	See charges
ODBST Trustee meetings agendas and minutes	Hard copy	See charges
CLASS 5: OUR POLICIES AND DECISIONS		
Trust wide policies including: • Accessibility Statement • Accounting Policy • Charging and Remissions Policy • Competitive Tendering Policy • Complaints and Resolutions Procedure. • Data Protection Policy • Record management policy • Equality Statement • Freedom of Information Publication Scheme • Governors' Code of Conduct Policy • Gift and Hospitality Policy • Grievance Policy • Investment and Reserves Policy • Sex Education Policy • Statement of procedures for dealing with allegations of abuse against staff.	Trust website / Hard copy	Free / see charges

- Supporting pupils with medical conditions - Pay Policy - Whistle blowing procedures		
School specific policies: - Accessibility Plan - Admissions Arrangements - Behaviour Policies - Child Protection Policies - Early Years Foundation Stage (EYFS) Policies and Procedures - First Aid - Health and Safety - Premises Management Policies - Risk Assessment Policies and Documents - Special Educational Needs (SEN) Information Report and SEN Policy - Pay Policy	School website / hard copy	Free / See charges
CLASS 6: LISTS AND REGISTERS		
Class lists and registers	Available for inspection where appropriate	Free
Curriculum circulars and statutory instruments	Department of education website	Free
Disclosure logs	Hard copy	See charges
Asset register	Hard copy	See charges
Any information ODBST are currently legally required to hold in publicly available registers	Hard copy	See charges
CLASS 7: THE SERVICES WE OFFER		
The Trust and the services it provides	Trust website / hard copy Free / see charges	
The school prospectus	School website	Free
Details of extra-curricular activities or out of hours clubs	School website	Free
Lettings	School website	Free

Schedule of Charges

Schedule of charges	Types of Charge	Description Basis of charge
Disbursement cost	Photocopying / printing at 5p per sheet (black and white) Actual cost	Actual cost
	Photocopying / printing at 15p per sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2nd class post

Statutory Fee		In accordance with the relevant legislation
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