

Freedom of Information Policy & Publication Scheme



T.E.A.M. Education Trust

Approved by:

Date: 10 June 2020

Last reviewed on:

Awaiting Trustee Approval

Next review due by:

List of associated policies: Privacy Notice for Parents & Students
Privacy Notice for School Workforce
Whistleblowing Policy

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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 TEAM Education Trust schools to make information available to the public as part of.

It does this in two ways:

- Public authorities are obliged to publish certain information about their activities
- Members of the public are entitled to request information from public authorities the organisation’s activities.

TEAM Education Trust is committed to being open and transparent. Our publication scheme can be found on our website. If there is any information that you require that cannot be found on our website, please email info@teameducation.org or write to:

Chief Executive Officer
T.E.A.M. Education Trust
Stubbin Wood School
Common Lane
Shirebrook
Mansfield
NG20 8QF

Please include your name, address and telephone number and your preferred method of response with your request. In order for us to consider your request it would be helpful if you could state why you are requesting the information.

All Freedom of Information Act requests are managed initially via the Central team and therefore if your request relates to a specific school please send your request to the Chief Executive Officer as above. Our schools will forward FOIA requests they receive to the Central team.

There may be times when requested information cannot be supplied. We will write to you if this applies to your request. You have the right to appeal the decision in writing in the first instance and your request will be reconsidered under our Complaints Policy process. Once your request has been through the above process you may also contact the Information Commissioner’s Office if you think our decision is unreasonable www.ico.org.uk or write to:

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

2. Scope and purpose

We recognise our 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 and transferred securely and only to authorised individuals or agencies.

We accept that failure to comply may result in an investigation and/or fines from the Information Commissioner (ICO).

3. Roles and responsibilities

TEAM Education Trust has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework.

4. What a publication scheme is and why it has been developed

Freedom of Information Act deals with non-personal data held by a school or Trust.

- Any person has a legal right to ask for access to information held. They are entitled to be told whether the school/Trust holds the information, and to receive a copy, subject to certain exemptions.
- The information which the School/Trust 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.

This publication scheme commits TEAM Education Trust schools 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 our Schools.

The scheme commits TEAM Education Trust schools:

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

5. How information published under this scheme will be made available

TEAM Education Trust schools 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 the partnership and individual schools, information will be provided on our website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information via the website, we 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 there is a legal requirement to translate any information, we 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 us 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 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.

7. Written requests

Information held by a public authority that is not published under this scheme in appendix one, can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Appendix one – Information available

Information published	Availability
Who's who on the TEAM Education Trust Executive Team	https://www.teameducation.org
Who's who in the school	School website
Who's who on the Trust board	https://www.teameducation.org
Who's who on the school Local Governing Body	School website
Articles of Association	https://www.teameducation.org
Contact details for the Trust	https://www.teameducation.org
Contact details for the Principals of the school	School website
Trust Annual Report within Audited Accounts	https://www.teameducation.org Will not be available until December 2021
School session times and term dates	School website
Senior staff structure	Available on request
Scheme of delegation	https://www.teameducation.org
Ofsted reports	School website
Performance data	School website
Safeguarding policy	https://www.teameducation.org
Admissions policy	https://www.teameducation.org
Charging and remissions policy	https://www.teameducation.org
Complaints policy	https://www.teameducation.org
Whistleblowing policy	https://www.teameducation.org