

FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME



Summary	Freedom of Information Policy and Publication Scheme	
Responsible Person/Author:	Head of Governance and Compliance	
Applies to: (please circle/delete as appropriate)	Staff <input checked="" type="checkbox"/>	Student <input checked="" type="checkbox"/> Community <input checked="" type="checkbox"/>
Ratifying Committee(s)	Trust Board	
Available On:	Compliance Library <input checked="" type="checkbox"/>	Website <input checked="" type="checkbox"/>
Date of Approval	10 May 2021	
Effective from:	11 May 2021	
Date of Next Formal Review:	May 2023	
Review Period	2 Years	
Status:	Statutory	
Owner	The Rodillian Multi Academy Trust	
Version:	1	

Document Control

Date	Version	Action	Amendments
10.04.21	1	Policy created	Policy replaced Freedom of Information Publication Scheme.

Contents

Document Control	2
Introduction	4
Scope and Purpose of this Policy and who it applies to.	4
Publication of this Policy	4
Responsibility for this Policy	4
Aims of this Policy	4
How to request Information	4
FOI Publication Scheme	5
Information about specific Academies or Southway	7
What happens when we receive a request?	8
Are there any Exemptions?	8

Other Documents	8
Monitoring	8
Diversity	9
Appendix 1: Equality Impact Assessment	10
Table 1: Class 1 - Who we are and what we do	5
Table 2: Class 2 - What we spend and how we spend it (current and previous financial year)	6
Table 3: Class 3 - What our priorities are and how we are doing.	6
Table 4: Class 4 - How we make decisions (current and previous 3 years where applicable)	6
Table 5: Class 5 - Our policies and procedures	7
Table 6: Class 6 - Lists and Registers	7
Table 7: Class 7 - The services we offer	7
Table 8: Charging Policy	8

Introduction

1. This document sets out the Rodillian Multi Academy Trust's ("the Trust") policy in respect of [Freedom of Information Act 2000](#) ("the Act") requests made to the Trust. Under the Act, people have a right to access information held by public authorities such as the Trust and its Academies.

Scope and Purpose of this Policy and who it applies to.

2. This policy has due regard to the Act and the legal requirements placed on the Trust under the Act. It also demonstrates the Trust's commitment to openness and accountability to improve public understanding of how the Trust and its Academies carry out their duties, why they make the decisions they do and how they spend public money.
3. The Trust is committed to being open and transparent, to publish as much information as possible online and in response to frequently asked questions. It will only rely on exemptions when there is a clearly identified need to protect sensitive information.

Publication of this Policy

4. This policy will be available to all staff, members of Trust Governance and members of the public and will be available to them as needed. Guidance on any aspect of this policy can be obtained from the Trust's Data Protection Officer. amarham@rodillianacademy.co.uk.

Responsibility for this Policy

5. The Trust Board has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. The Trust has delegated day to day responsibility for operating this policy to the Trust Executive.
6. The Local Review Board and Senior Leadership Team in each Academy have a specific responsibility to ensure the fair application of this policy and all members of staff are responsible for supporting colleagues and ensuring its success.

Aims of this Policy

7. To set out how the Trust will deal with Freedom of Information ("FOI") requests.
8. To make clear the classes of information which we publish or intend to publish.
9. To make clear the manner in which the information will be published.
10. To advise whether the information is available free of charge or on payment.
11. To support the values of the Trust and its Academies.

How to request Information

12. FOI requests should be submitted by email to the Trust's Data Protection Officer:

amarham@rodillianacademy.co.uk or DPO@rodillianacademytrust.co.uk

13. Requests in writing should be made to

Head of Governance and Compliance
The Rodillian Multi Academy Trust
The Rodillian Academy
Longthorpe Lane
Lofthouse
Wakefield
WF3 3PS

14. To be a valid FOI request under the Act, the request must be:

- In writing (including email);
- Legible;
- Include the requester's real name;
- Include an address for correspondence **and**
- Describe the information requested.

15. Statutory guidance on the Act can be found at www.ico.org.uk The Trust's FOI Publication Scheme reflects the Information Commissioner's model publication scheme. More information on publication schemes can also be found at www.ico.org.uk

FOI Publication Scheme

16. Below lists information which the Trust has made a commitment to make available. The Trust's aim is to make information available whenever we can legally do so, except where release could cause significant harm. In such circumstances we will withhold information under an exemption mentioned in the Act. We must also comply with the requirements of the [Data Protection Act 2018](#) and respect the privacy of individuals. If the information required is not included in the publication scheme, individuals can still ask if we have it and if so request to see it.
17. Information provided on the Trust and Academy websites is free for anyone to access. Hard copy documents will be charged for in line with the charges outlined below unless otherwise stated.
18. The following tables set out the details of the publication scheme They all reflect current information only. Due to the continuing development of the Trust, not all of these documents may be available at every Academy.

Table 1: Class 1 - Who we are and what we do

Information to be Published	How the Information can be obtained
Who's who in the Trust and its Academies.	Trust Website / Academy Websites
Who's who on the Trust Board and the basis of their appointment	Trust Website
Articles of Association	Trust Website

Information to be Published	How the Information can be obtained
Contact details for the Chief Executive and Chair of the Trust Board	Trust Website
Contact details for the Academy Principal and Local Review Board	Academy Website
Academy Prospectus (If Any)	Academy Website
Staffing Structure	Hard Copy
Academy session times and term dates	Academy Website
Location and contact information	Academy Website

Table 2: Class 2 - What we spend and how we spend it (current and previous financial year)

Information to be Published	How the Information can be obtained
Annual Budget plan	Hardcopy
Financial statements	Trust Website
Capital Funding	Hardcopy
Additional Funding	Hardcopy
Pupil Premium funding	Academy Website
Year 7 Literacy and Numeracy funding	Academy Website
Covid Catch up funding	Academy Website
Procurement and Contracts	Hardcopy
Pay Policy	Hardcopy
Staffing and Grading structure	Hardcopy

Table 3: Class 3 - What our priorities are and how we are doing.

Information to be Published	How the Information can be obtained
Government supplied performance data	Hardcopy
Latest Ofsted report: <ul style="list-style-type: none"> • Summary • Full Report 	Academy Website
Performance Management Policy and Procedures	Hardcopy
Trust Strategic Plan	Trust Website
Academy Improvement Plan	Academy Website
Safeguarding and Child Protections Policies	Trust and Academy Websites

Table 4: Class 4 - How we make decisions (current and previous 3 years where applicable)

Information to be Published	How the Information can be obtained
Admissions Policy/Decisions (Not Individual admission decisions)	Academy Website
Agendas of meetings of the Trust Board or its committees	Hardcopy
Minutes of meetings (as above). This will exclude information that is properly regarded as private to the meetings	Hardcopy
Trust Board and its Committees Terms of Reference	Hard copy

Table 5: Class 5 - Our policies and procedures

Information to be Published	How the Information can be obtained
Policies including: <ul style="list-style-type: none"> • Accessibility Policy • Access Provider Policy • Anti-Bullying Policy • Charging and Remissions Policy • Complaints Policy • Data Protection and Information Governance Policy • Equalities Policy • Freedom of Information Policy and Publication Scheme • Home School Agreement • Positive Discipline Policy • Privacy Notice (Students and Family) • Privacy Notice (Staff) • Privacy Notice (Governance) • Privacy Notice (Recruitment) • Pupil Premium Policy • Safeguarding Policy • Special Educational Needs and Disabilities Policy • Whistleblowing Policy 	Academy Website

Table 6: Class 6 - Lists and Registers

Information to be Published	How the information can be obtained
Asset register	Hardcopy

Table 7: Class 7 - The services we offer

Information to be Published	How the information can be obtained
Enrichment activities	Hardcopy
Academy publications	Hardcopy
Leaflets, Books and newsletters	Hardcopy

Information about specific Academies or Southway

19. All FOI requests are managed centrally by the Trust.
20. Specific questions about information held by one of our Academies or Southway should be sent to the Data Protection Officer as indicated above. Alternatively, our Academies will forward FOI requests they receive to the Trust.

What happens when we receive a request?

21. We comply with timescales set by the Information Commissioner in responding to requests. If a request is particularly complex, we will assess how long it is likely to take to retrieve the relevant information. If it is more than 18 hours of staff time, we will levy a charge. In this case we will write to advise the individual of the cost and they can decide whether to continue.
22. If the Trust receives two or more related requests within a period of 60 consecutive working days from a person or different persons who appear to be acting in concert or in pursuance of a campaign, the costs of complying with the individual requests will be aggregated.
23. Details of our charging policy are set out in Table 8.

Table 8: Charging Policy

Type of Charge	Charge	Basis of Charge
Disbursement Costs	Black and White Photocopying/Printing	10p per sheet
	Colour Photocopying/Printing	15p per sheet
	Other items	Actual cost
	Postage	Actual cost of Royal Mail 2 nd Class postage
Prescribed Costs	Finding, sorting and editing of materials	Charged in full for requests in excess of £450 at a standard rate of £25 per hour

Are there any Exemptions?

24. There are a range of exemptions that could apply, as allowed within the statutory guidance for example if releasing information breaches commercial confidence or if there are other legal issues preventing disclosure. We will write to the individual if this applies.
25. Individuals requesting information having the right to appeal to the Trust by contacting the Data Protection Officer in the first instances and to the Information Commissioner's office if they think the decision is unreasonable.

Other Documents

26. This policy should be read in conjunction with the following Trust Policies:
 - Data Protection and Information Governance Policy and
 - Records Management Policy

Monitoring

27. The Head of Governance and Compliance will monitor the implementation and effectiveness of the policy by monitoring reports made under the policy.

28. The Head of Governance and Compliance will monitor the relevant legislation, guidelines, and information forthcoming from the relevant statutory bodies for any recommendation or changes. Where a gap, potential inequality or shortfall in performance is identified within the policy, the Head of Governance and Compliance will advise the Board of Trustees of any changes that are needed and a proposal will be submitted to the Trust Board within an appropriate timescale. There will be a full review of the policy by the Head of Governance and Compliance prior to the stated review date where recommendations will be made for consideration by the Trust Board.

Diversity

29. The Rodillian Multi Academy Trust is committed to a policy of celebrating diversity, promoting equality of opportunity, providing an inclusive workplace, and eliminating any unfair treatment or unlawful discrimination. This overriding objective applies to all policies and procedures relating to staff and students. The Trust will always comply with the requirements of the Equalities Act 2010 and associated guidance produced by the Department for Education.

Appendix 1: Equality Impact Assessment

Equality, Diversity, Cohesion, and Integration Screening.

As a public authority, the Rodillian Multi Academy Trust needs to ensure that all our strategies, policies, service, and functions, both current and proposed have had proper consideration of equality, diversity, cohesion, and integration.

A **screening** process can help judge relevance and provides a record of both the **process** and **decision**. Screening should be a short, sharp exercise that determines relevance for all new and revised strategies, policies, services, and functions. Completed at the earliest opportunity it will help to determine:

- the relevance of proposals and decisions to equality, diversity, cohesion, and integration.
- whether or not equality, diversity, cohesion, and integration is being/has already been considered, and
- whether or not it is necessary to carry out an impact assessment.

Organisation: The Rodillian Multi- Academy Trust	Department responsible for the Policy: Head of Governance and Compliance
Lead Person: Adam Marham	Contact Number:

1. Title: Freedom of Information Policy and Publication Scheme

2. Please provide a brief description of what you are screening

The Policy

3. Relevance to equality, diversity, cohesion, and integration

Questions	Yes	No
Is there an existing or likely differential impact for the different equality characteristics?		x
Have there been or likely to be any public concerns about the Policy or proposal?		x
Could the proposal affect how services are organised, provided, located and by whom?	x	
Could the proposal affect our workforce or employment practices?	x	
Does the proposal involve or will it have an impact on: -?		
<ul style="list-style-type: none"> • Eliminating unlawful discrimination, victimisation, and harassment • Advancing equality of opportunity • Fostering good relations 	x	X X

4. Considering the impact on equality, diversity, cohesion, and integration

- **Scope of the proposal:** Students, parents, staff, the community.
- **Who is likely to be affected?** Students, parents, staff, the community.
- **Consultation and engagement activities with those likely to be affected?** Ongoing feedback from Students, parents, staff, the community. The Policy is available through the Trust and Academies websites and a written copy can be provided on request.

- **Key findings**

We have considered the potential positive and negative impact on different equality characteristics in relation to the Policy and do not believe that any groups will be adversely affected. The Trust is vigilant in adhering to the appropriate legislation in relation to protected characteristics and to preventing discrimination. Managers are supported and trained in relation to these areas. The Policy has considered religious, racial and gender-specific clothing requirements and those of staff with disabilities in line with the Equality Act.

We have considered the perception that the proposal could benefit one group at the expense of another and we do not believe that the Policy could be perceived to be discriminatory with regards to its wording or format.

- **Actions**

The Trust will continue to promote positive impact and remove/reduce negative impact through the application of this Policy within the organisation.

5. Governance, ownership, and approval

Please state here who has approved the actions and outcomes of the screening

Name	Job title	Date
Adam Marham	Head of Governance and Compliance	12.04.2021

6. Publishing

This screening document will act as evidence that due regard to equality and diversity has been given.

Date screening completed	12.04.2021
Date agreed at Trust Board	10.05.2021