

**INVICTUS**

Education Trust

**FREEDOM OF INFORMATION  
POLICY**

Approved by Board of Directors

To be reviewed by Board of Directors

March 2022

<b>Contents</b>	<b>Page</b>
1. Introduction	3
2. Purpose	3
3. Roles & Responsibilities	3
4. Managing a FOI Request	4
5. Publication Scheme	4
6. Availability of Information	5
7. Classes of Information	6
8. Charges for Information	6
9. Communication	7
10. Review of Policy	7

## **Appendices**

1. Data Protection Compliance Officer Contact Details
2. Managing a Freedom of Information Request Flowchart
3. Freedom of Information Log
4. Publication Scheme
5. Charges for Information

# Freedom of Information Policy Statement

## 1. Introduction

The Freedom of Information Act (FOIA) 2000 provides public access to information held by public authorities. It does this in the following ways:

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

Anyone has a right to request information and Invictus Education Trust has two separate duties when responding to these requests:

- To tell the applicant whether Invictus Education Trust holds any information falling within the scope of their request
- To provide that information.

Any person has a legal right to ask for access to information held by Invictus Education Trust. They are entitled to be told whether the information is held, and to receive a copy, subject to certain exemptions. ICO guidance should be followed if there is a need to withhold the information. Please see the following web address:

- <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/refusing-a-request/>

The Act does not give people access to their own personal data (information about themselves). If a parent, student or employee wants to see information that Invictus Education Trust holds about them, they should make a Subject Access Request (SAR) in accordance with the Data Protection Act 2018, as outlined in the Trust's Data Protection Policy.

Invictus Education Trust is committed to openness and transparency, ensuring compliance with the relevant statutory framework by:

- Responding adequately to a request for information
- Adopting the model publication scheme, providing the correct information
- Not deliberately destroying, hiding or altering requested information to prevent it from being released.

Deliberately destroying, hiding or altering requests for information may be considered as a disciplinary matter under the Trust's Disciplinary Policy.

## 2. Purpose

The purpose of the Freedom of Information Policy is to ensure that effective procedures and arrangements are in place to manage a request for information to enable Invictus Education Trust to demonstrate compliance with the FOIA and other legal and statutory duties relating to providing public access to information.

## 3. Roles and Responsibilities

The Executive Headteacher/CEO is accountable to the Board of Trustees for providing assurance that the requirements of the FOIA are being complied with and that Headteachers are responsible for ensuring compliance in each school.

Local Governing Bodies should scrutinise the arrangements in the schools as part of the assurance process.

## 4. Managing Requests

For a request to be valid under the FOIA it must be in writing, but requesters do not have to mention the FOI Act or direct their request to a designated member of staff. Any letter or email asking for information is a request for recorded information under the FOI Act.

On receipt of a request within Trust, the Data Protection Officer (DPO) at HQ should be notified. The DPO will liaise with the Data Protection Compliance Officer in the school and consider whether the request requires a local or a central response. This will depend on the nature of the request and whether it requires local or central managed information. See Appendix 1 Contact details of Data Protection Compliance Officers.

All requests will be acknowledged upon receipt with an indication as to the timescales for responding. All requests will be responded to within the 20 day (school day) statutory time limit.

A response will be provided having regard to the procedures and guidance outlined by the Information Commissioners Office (ICO):

➤ <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/>

All requests for information will be processed following the flow chart outlined at Appendix 2 and in conjunction with the flowchart provided by the ICO as guidance. See web address:

➤ [https://ico.org.uk/media/1167/flowchart\\_of\\_request\\_handling\\_under\\_foia.pdf](https://ico.org.uk/media/1167/flowchart_of_request_handling_under_foia.pdf)

The DPO will maintain a central log (Appendix 3) of all requests; each request will be retained for 18 months.

There may be times when requested information cannot be supplied. Whenever a request is refused the requester must be notified. If the requester is unhappy with the outcome, the Invictus Education Trust Complaints Policy should be followed. Any requests to review the decision and information provided should be made in writing. If after following the complaints procedure outlined in the Complaints Policy, the requester is still dissatisfied, then they can pursue their concerns directly to the ICO.

Whenever a request is refused the requester should always be informed about their right to complain to the ICO. The ICO has a general duty to investigate complaints from members of the public who believe that an authority has failed to respond correctly to a request for information. The ICO can be contacted by email at:

www.ico.org.uk or by writing to:  
Information Commissioner's Office  
Wycliffe House  
Wilmslow  
Cheshire  
SK9 5AF

## 5. Publication Scheme

As well as responding to requests for information, Invictus Education Trust is required to publish information proactively. The FOIA requires Invictus Education Trust to have a publication scheme, and to publish information covered by the scheme.

➤ <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme>

The scheme sets out Invictus Education Trust's commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information. The

Trust will indicate clearly to the public what information is covered by this scheme and how it can be obtained (Appendix 4).

The scheme commits Invictus Education Trust to:

- Proactively publish or otherwise make available as a matter of routine, information which is held by Invictus Education Trust and falls within the classifications outlined at section 7 of this policy.
- Specify the information held by Invictus Education Trust that falls within the classifications.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- Review and update on a regular basis the information Invictus Education Trust makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available (see Appendix 5).
- Make this publication scheme available to the public.

## **6. Availability of Information**

Wherever possible and practical, information will be made available on the Invictus Education Trust website and school websites. 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, Invictus Education 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, further 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 if there is a legal requirement to 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. Classes of information**

The classification of information to be published under the scheme as outlined by the ICO as follows:

- **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 income and expenditure.
- **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.

Details of information made available are outlined at Appendix 5 which also considers the information outlined in Invictus Education Trust's Scheme of Delegations and the requirements outlined by the Department for Education:

➤ <https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online>

Any information held that is not published under this scheme can be requested in writing, and will be considered in accordance with the provisions of the FOIA.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the FOIA, 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.

## 8. Charges

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 Invictus Education 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.

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 on the ICO website.

➤ [https://ico.org.uk/media/fororganisations/documents/1158/can\\_i\\_charge\\_for\\_information.pdf](https://ico.org.uk/media/fororganisations/documents/1158/can_i_charge_for_information.pdf)

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.

A schedule of charges is held at Appendix 5.

## **9. Communication**

This policy must be brought to the attention of all members of staff and in particular all staff who handle enquiries from the public.

## **10. Policy Review**

This policy is reviewed by Invictus Education Trust Board of Trustees every 3 years or in the event of a change in arrangements. The Trust will monitor the application and outcomes of this policy to ensure it is working effectively.

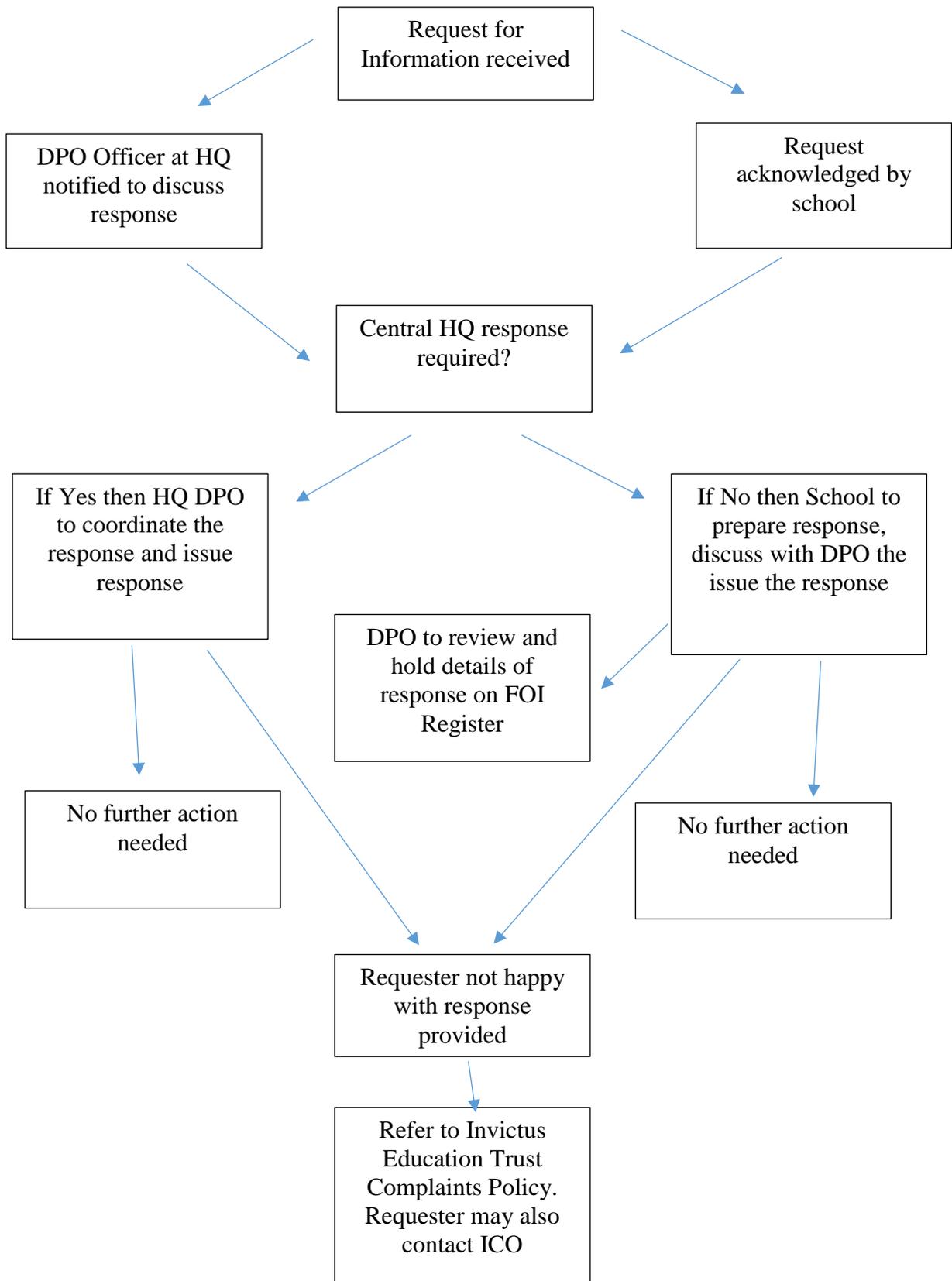
### School Bases Data Protection Compliance Officers

School / Location	Officer Name	Email Address/Telephone Number	School Address
Crestwood High School	Kelly Chapman	<a href="mailto:kchapman@crestwood-s.dudley.sch.uk">kchapman@crestwood-s.dudley.sch.uk</a> Tel: 01384 686 846	Bromley Lane Kingswinford Dudley DY6 8QG
Ellowes Hall Sports College	Anthea Southall	<a href="mailto:asouthall@ellowes.dudley.sch.uk">asouthall@ellowes.dudley.sch.uk</a> Tel: 01384 686 531	Stickley Lane Lower Gornal Dudley DY3 2JH
Kinver High School	Leanne Fullwood	<a href="mailto:lfullwood@kinverhigh.co.uk">lfullwood@kinverhigh.co.uk</a> Tel: 01384 686 806	Enville Road Kinver South Staffs DY7 6AA
Leasowes High School	Harvey Smith	<a href="mailto:hsmith@leasowes.dudley.sch.uk">hsmith@leasowes.dudley.sch.uk</a> 01384 814167	Kent Road Halesowen Birmingham B62 8PJ
Ounsdale High School	Debbie McDonald	<a href="mailto:dmcDonald@ounsdaLe.staffs.sch.uk">dmcDonald@ounsdaLe.staffs.sch.uk</a> Tel: 01902 504 931	Ounsdale Road Wolverhampton WV5 8BJ
Pedmore High School	Sarah Shakeshaft	<a href="mailto:sshakeshaft@pedmoretc.dudley.sch.uk">sshakeshaft@pedmoretc.dudley.sch.uk</a> Tel: 01384 816660	Grange Lane Stourbridge DY9 7HS

### Invictus Education Trust Data Protection Officer

Invictus HQ	Julie Duern Data Protection Officer	<a href="mailto:jduern@invictus.education">jduern@invictus.education</a>	Ward House Himley Park Himley Road Dudley DY3 4DF
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**Managing a FOI Request**





## Information to be published

Information held on Invictus Education Trust website can also be accessed using the schools' websites hyperlinks.

<b>What is Published</b>	<b>Details</b>	<b>Location</b>
<b>Who we are and what we do</b>		
Address and contact details	Central details, Board of Trustees	Trust Website
School Contact details	Details and links to all schools within the Trust	Trust Website
Articles of Association	Legal Documents	Trust Website
Governance & Constitutional	Term of Reference	Trust Website
Declaration of Interests	Trustees, Governors. SLT, Financial Staff	Trust Website
<b>What we spend and how we spend it</b>		
Financial Handbook	Academies Financial Handbook – legal framework	Trust Website
Annual Reports and Audited Accounts	Financial Statement of Accounts for accounts year	Trust Website
Master Funding Agreement	Legal Framework	Trust Website
Gender Gap Reporting	Annual Report	Trust Website
<b>How we make decisions</b>		
Governance & Constitutional	Scheme of Delegation	Trust Website
Minutes of Meetings	Committees and Board of Trustee Meetings	Hard copy on request
<b>What our priorities are and how we are doing</b>		
Strategy and performance data, plans, assessments, inspections and reviews		Trust Website
<b>Policies and Procedures</b>		
Policies	Education, HR, Financial, Health & Safety etc.	Trust Website
Modern Slavery Statement	Modern Slavery and Human Trafficking Statement	Trust Website
<b>Services we offer</b>		
Trust Publications	Trust magazine, Prospectuses, Latest News	Trust Website
Vacancies	Recruitment opportunities within the Trust	Trust Website
<b>School Websites</b>		
<b>Who we are and what we do</b>		
Address and contact details	Headteacher, governors and staff	School Website
Declaration of Interests	Trustees, Governors. SLT, Financial Staff	School Website
<b>What we spend and how we spend it</b>		
Pupil Premium Plan	Budget Information	School Website
Annual Reports and Audited Accounts	Financial Statement of Accounts for accounts year	School Website
<b>How we make decisions</b>		
Terms of Reference	School Governing Body	School Website
Minutes of Meetings	School Governing Body	Hard copy on request
Admission Arrangements	School Admission Policy including arrangements for appeals	School Website

<b>What our priorities are and how we are doing</b>		
Vision Values and Ethos	Mission statements	School Website
Ofsted Reports		School Website
Exam Results	Latest exam results	School Website
Special Educational Needs	Advice, Policy and procedures	School Website
Safeguarding	Advice, Policy and procedures	School Website
Curriculum	Various information of curriculum such as numeracy, literacy, music tuition etc.	School Website
<b>Policies and Procedures</b>		
Policies	Trust and School Policies	School Website
<b>Services we offer</b>		
Vacancies	Recruitment opportunities within the school	School Website
Careers Programme	Careers Information	School Website
School Publications	Prospectus, Latest News, Guidance, Booklets etc.	School Website
School Life	General Information for Parents, Students	School Website
Enrichment	School activities, sports, clubs, performances etc.	Website
Sixth Form	Information relating to Invictus Sixth Form provision	Website
School Lettings	Facilities for hire, clubs and activities	Website

<b>What is Published</b>	<b>Details</b>	<b>Location</b>
Enrichment	School activities, sports, clubs, performances etc.	Website
Sixth Form	Information relating to Invictus Sixth Form provision	Website
School Lettings	Facilities for hire, clubs and activities	Website
School Uniform	Details of ordering	Website

## Charges of Information

### Charges

These are the charges made by Invictus Education Trust for copies of documents and other information

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 Trust/schools websites or external websites are not provided

### Copies by post of all information

#### Photocopies:

- A4 pages at 10p per page (single sided) black and white
- A4 15p per page colour (single sided)
- A3 pages at 20p per page (single sided) black and white
- A3 25p per page colour (single sided)

Accumulated charges under £5 will be free

Information accessed in the school office can be viewed free of charge, photocopies can be made according to the scale charges above.

#### Postage charges

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.

#### 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.

We are within our 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 requester on how they could refine their request to make it less onerous.

Alternately we may comply with the request for an extra charge which will be advised to you prior to starting the work. The fee will be payable in full before supplying the information.

These charges will be reviewed when the policy is reviewed.