Freedom of Information Policy

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1. Policy Statement

As a public authority, Sheffield South East Trust is committed to complying with the Freedom of Information Act 2000 (FOIA). The Freedom of Information Act 2000 provides individuals with a general right of access to recorded information held by Public Authorities.

The aim of the Freedom of Information Act is to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to the information held by them. These rights will facilitate better understanding of how public authorities carry out their duties, why they make the decisions they do and how they spend public money.

This policy should be read in conjunction with the Trust's Data Protection Policy. The Freedom of Information Act does not give people access to their own personal data. The right of access to personal data is provided by the General Data Protection Regulation (GDPR). This is detailed in the Data Protection Policy.

2. Publication Scheme

Under the FOIA, SSET is required to have in a place, a Publication Scheme approved by the Information Commissioner's Office (ICO).

SSET has adopted the model Publication Scheme approved by the ICO.

The Publication Scheme provides information on the following:

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decision
- Our policies and procedures
- Lists and Registers
- The services we offer

In most cases, information is available on the Trust's website and is also available in a hard copy, where indicated in the Publication Scheme. Our Publication Scheme can be found at Annex A.

The Trust's Publication Scheme and Guide to Information are published on the Trust's website.

3. Request for Information

Information held by the Trust that is not listed in the publication scheme can be requested in writing and will be considered in accordance with the Freedom of Information Act. In order to deal with your request most effectively, please mark all requests clearly with the words 'Freedom of Information Request'.

Following receipt of a valid FOI request, we will provide access to information, subject to any exemptions, within 20 school days. A school day defined as a day where pupils are in attendance for part or all of the day. Inset days are not counted as school days.

Information provided may need to be redacted to adhere to data protection laws.

Environmental information will be handled under the Environmental Information Regulations 2004 (EIR), which provide similar rights of access.

The Trust's Data Protection Officer is responsible for adherence to the Freedom of Information Act. The Data Protection Officer can be contacted either by email, telephone or post, using the details below.

Data Protection Officer
Sheffield South East Trust
c/o Acres Hill Community Primary School
Mather Road
Sheffield
S9 4GQ

0114 2441512
dpo@sset.education

4. Refusals

The Freedom of Information Act permits the Trust to refuse to provide information where exemptions apply to the information requested. Exemptions might include requests that are commercially sensitive, are vexatious or repeated requests. In these circumstances, we will outline the reasons for the refusal of information.

5. Fees

The Freedom of Information Act permits the Trust to recover its costs for processing some elements of the request. This might include communication, photocopying, printing or postage costs

The requestor will be notified accordingly, where this might be the case.

6. Appeals

If the requestor is unhappy with the response they receive, they may make a request for an Internal Review of the Handling of the Request. These will be carried out by the Data Protection Officer.

If the requestor remains dissatisfied, they may choose to complain to the Information Commissioner's Office.

Annex A – Freedom of Information Act Publication Scheme

This model publication scheme has been prepared and approved by the Information Commissioner. Sheffield South East Trust adopts this model publication scheme.

This publication scheme commits us to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Trust. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits us:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Trust and falls within the classifications below.
- To specify the information which is held by the Trust 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 Trust 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 Trust that has been requested, and any updated versions it holds, unless the Trust 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 Trust 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 Trust.
- **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 Trust 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 Trust, 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, the 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, 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 the Trust 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 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 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.

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Annex B – Guide to Information Available Under the Publication Scheme

Information to be Published	How the information can be obtained
Class 1 – Who are and what we do *(Organisational information, locations and contacts, constitutional and legal governance)*	
Who's who in the organisation	Websites and hard copy
Contact details for the organisation	Websites and hard copy
Staffing and governance structures	Websites and hard copy
Articles of Association	Websites and hard copy
Funding Agreements	Websites and hard copy
Class 2 - What we spend and how we spend it *(Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts)*	
Annual Report and Accounts	Websites and hard copy
Pupil Premium, Sports Premium	School websites and hard copy
Executive Pay Information	Websites and hard copy
Financial Regulations	Hard copy
Class 3 - What our priorities are and how we are doing *(Strategy and performance information, plans, assessments, inspections and reviews)*	
Aims, Vision and Strategy	Websites and hard copy
Ofsted Reports	School websites and hard copy
KS2 Performance Data	School websites and hard copy
Class 4 – How we make decisions *(Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations)*	
Minutes of Board Meetings	Hard copy
Admission arrangements	School websites and hard copy
Scheme of Delegation	Websites and hard copy
Class 5 - Our policies and procedures *(Current written protocols for delivering our functions and responsibilities)*	

HR Policies	Hard copy
Behaviour Policy	School websites and hard copy
Charging and Remissions Policy	Websites and hard copy
Exclusions Policy	Websites and hard copy
Equality Objectives	Websites and hard copy
Safeguarding (Child Protection) Policy	Websites and hard copy
SEND policy / SEND information Report	School websites and hard copy
Health and Safety Policy	Hard copy
Complaints Procedure	Websites and hard copy
Data Protection Policy	Websites and hard copy
Freedom of Information Policy	Websites and hard copy
Privacy Notice	Websites and hard copy
Class 6 - Lists and registers *(Information held in registers required by law and other lists and registers relating to the functions of the Trust)*	
Business Interests Registers	Websites and hard copy
Class 7 - The services we offer (Advice and guidance, booklets and leaflets, transactions and media releases)	
Primary Education	Websites and hard copy
Newsletter and leaflets	Websites and hard copy
Breakfast and After School Clubs	Hard copy
Request for paper copies of information	Websites and hard copy