

# Freedom of Information Policy and Publication Scheme

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## Introduction

The Dartmoor Multi Academy Trust is committed to the Freedom of Information Act 2000 (FOIA) and to the principles of accountability and the general rights of access to information, subject to legal exemptions. The FOIA provides that any person has a legal right to ask for information held about them. They are entitled to be told whether Dartmoor Multi Academy Trust holds the information, and to receive a copy, subject to certain exemptions.

This document outlines our response to the FOIA and the framework and procedure for managing requests.

All information that Dartmoor MAT routinely makes available to the public is included in the Publication Scheme. Requests for other information should be dealt with in accordance with the statutory guidance. While the Act assumes openness, it recognises that certain information is sensitive. There are exemptions to protect this information. The Act is fully retrospective; any past records which Dartmoor Multi Academy Trust holds are included. Dartmoor Multi Academy Trust adheres to the Retention Schedule set out in the Information Records Management Society Toolkit for Schools, details of which are found in our Record Management and Retention Policy. It is an offence to wilfully conceal damage or destroy information in order to avoid responding to an enquiry.

## Dartmoor Multi Academy Trust Publication Scheme

The Dartmoor Multi Academy Trust Publication Scheme contains all information available under the FOIA. We publish information about

1. Who we are and what we do.
2. What we spend and how we spend it.
3. What our priorities are and how we are doing.
4. How we make decisions.
5. Our policies and procedures.
6. Lists and registers.
7. The services we offer.

The scheme covers information already published and information which is to be published in the future. The Publication Scheme and the materials it covers will be available on the Dartmoor Multi Academy Trust website. Hard copies are available on request.

This publication scheme conforms to the model scheme for Academies approved by the Information Commissioner.



## Who Are We and What Do We Do

Organisational information, structures, locations and contacts.

Information published	Availability
Who's who in the Academy	Trust website (Executive Leadership Team) <a href="https://www.dartmoormat.org.uk/who-we-are.html">https://www.dartmoormat.org.uk/who-we-are.html</a>
Trust members and trustees	Trust website (members and trustees) <a href="https://www.dartmoormat.org.uk/our-members.html">https://www.dartmoormat.org.uk/our-members.html</a> <a href="https://www.dartmoormat.org.uk/our-trustees.html">https://www.dartmoormat.org.uk/our-trustees.html</a>
Local Stakeholder Board Members	Individual School's websites
Governance structure, Statement of Intent and Articles of Association and Supplemental Fund Agreements	Trust Website <a href="https://www.dartmoormat.org.uk/governance-structure.html">https://www.dartmoormat.org.uk/governance-structure.html</a> <a href="https://www.dartmoormat.org.uk/policies-and-documents.html">https://www.dartmoormat.org.uk/policies-and-documents.html</a>
Senior staff structure	Individual School's websites
Contact details of the Head of School or Principal Executive Headteacher	Individual School's websites
School Prospectus	Individual School's websites
School session times and term dates	Individual School's websites
Contact details of the trust	Trust website <a href="https://www.dartmoormat.org.uk/contact-us.html">https://www.dartmoormat.org.uk/contact-us.html</a>

## What We Spend and How We Spend It

Current and previous year financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit

Information published	Availability
Trust Annual Report within Audited Accounts	Trust website (first accounts will be submitted in 2018 and therefore are not available at time of publication of this policy).
Pay policy	Staff intranet
Staff grading and structure	Staff intranet



## Our Priorities

Strategies and plans, performance indicators, audits, inspections and reviews

Information published	Availability
School Profile Government supplied performance data Latest Ofsted report	Individual school websites
Performance management policy and procedure	Staff intranet
Trust's future plans e.g. proposals for any imminent or known consultation on the future of the academy such as a change in status	Trust website
Safeguarding policies and procedures	Trust website <a href="https://www.dartmoormat.org.uk/policies-and-documents.html">https://www.dartmoormat.org.uk/policies-and-documents.html</a> and individual school websites for local Designated Safeguarding Leads contact information

## Decision Making

Processes and records for last 3 years

Information published	Availability
Admissions policy and decisions (not individual decisions)	Policy available on individual school websites Decisions available in hard copy
Minutes of meetings of the Trust (excluding information properly regarded as private to the meetings)	Trust website <a href="https://www.dartmoormat.org.uk/trustees-minutes-of-meetings.html">https://www.dartmoormat.org.uk/trustees-minutes-of-meetings.html</a>
Local governing body meeting minutes	Individual school websites

## Policies and Procedures

Current written protocols, policies and procedures

Information published	Availability
School Policies	Trust website <a href="https://www.dartmoormat.org.uk/policies-and-documents.html">https://www.dartmoormat.org.uk/policies-and-documents.html</a> Individual school policies where applicable.
Charging and Remissions Policy	Trust Website <a href="https://www.dartmoormat.org.uk/policies-and-documents.html">https://www.dartmoormat.org.uk/policies-and-documents.html</a>
Health and Safety Policy	Trust Website <a href="https://www.dartmoormat.org.uk/policies-and-documents.html">https://www.dartmoormat.org.uk/policies-and-documents.html</a>
Complaints Procedure	Trust Website <a href="https://www.dartmoormat.org.uk/policies-and-documents.html">https://www.dartmoormat.org.uk/policies-and-documents.html</a>



Staff Conduct Policy	Staff Intranet
Discipline and Grievance Policy	Staff Intranet
Recruitment and Selection Policy	Trust website
Equal Opportunities Policy	DCC Model Policy in force
Curriculum Policy	Individual schools' websites
Special Educational Needs Policy	Individual school's websites
Pupil Behaviour Policy	Individual school's websites
Records Management and Data Protection Policies including Privacy Notices and Freedom of Information Policy and Procedure	Trust Website <a href="https://www.dartmoormat.org.uk/policies-and-documents.htm">https://www.dartmoormat.org.uk/policies-and-documents.htm</a> Trust website

## Lists and Registers

Information published	Availability
Curriculum circulars and statutory instruments	N/A
Disclosure logs	N/A
Asset register	Available on request

## Services

Services we offer including leaflets, guidance and newsletters

Information published	Availability
Extra-curricular activities	Individual school's websites
Out of school clubs	Individual school's websites
School leaflets	Individual school's websites
Newsletters	Individual school's websites Trust website <a href="https://www.dartmoormat.org.uk/news-blog">https://www.dartmoormat.org.uk/news-blog</a>

## Requests for Information

Dartmoor Multi Academy Trust recognises its duty to:

- Provide advice and assistance to anyone requesting information.
- Tell 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 Dartmoor Multi Academy Trust Freedom of Information Procedures.

If you require hard copies of any of the documents within the Publication Scheme, please contact the Data Protection Officer at Dartmoor Multi Academy Trust, Mill Road, Okehampton, Devon EX20 1PW or email [dpo@dartmoormat.org.uk](mailto:dpo@dartmoormat.org.uk)

If the information you are looking for is not available via the publication scheme or on our website, please contact us on the details above to ask if we hold the information. To help us process your request quickly please clearly mark any correspondence '**PUBLICATION SCHEME REQUEST**' (in CAPITALS please)

To assist with dealing with your request promptly, please ensure the following:

- Make your request in writing (including email)
- State your name and correspondence address.
- Describe the information requested so that it is clearly identifiable.
- Verbal requests are not covered under the FOIA.
- Enquiries will be dealt with within 20 working days (or 60 working days if the request is received during the school holidays). If this deadline cannot be met Dartmoor Multi Academy Trust will inform the enquirer.

We will deal with your request where it is not be covered by other legislation (e.g. data protection or environmental information).

Information will not be disclosed if one or more of the following applies:

- An exemption to disclosure, which may be **absolute** (where there is no obligation to confirm or deny the information is held, disclose the information or consider the public interest test) or **qualified** (where, even if an exemption applies, there is a duty to consider the public interest test);
- The information sought is not held
- Requests are considered vexatious or repeated.
- The cost of compliance exceeds the threshold (£450). (Information published on the Dartmoor Multi Academy Trust and Academies websites is free although you may incur costs from an internet service provider. If you do not have access to the internet, you can access our websites using a local library or internet cafe.) Where the cost of postage, printing or photocopying is below £10, we will not make a

charge. Where it is over £10, the first £10 will be free of charge; after that, we will charge the full estimated cost of postage and copying. Before we produce the information we will tell you how much it will cost. If you decide not to pay, then we will not release the information. If you decide to refine the request so it reduces the cost of, say, copying we are happy to discuss that with you.

When we wish to apply a qualified exemption to a request we will invoke the public interest test procedures to determine if public interest in applying the exemption outweighs the public interest in disclosing the information. Public interest may not be the same as that which may be of interest to the public.

Dartmoor Multi Academy Trust will maintain a register of requests where we have refused to supply information and the reasons for the refusal. Information will be retained for 5 years.

Factors taken into account when weighing up public interest include but are not limited to:

<b>For Disclosure</b>	<b>Against Disclosure</b>
Is the disclosure likely to increase access to information held by the school	Is disclosure likely to distort public reporting or be misleading because it is incomplete?
Is disclosure likely to give the reasons for a decision or allow individuals to understand decisions affecting their lives or assist them in challenging those decisions?	Is premature disclosure likely to prejudice fair scrutiny, or release sensitive issues still on the internal agenda or evolving?
Is disclosure likely to improve the accountability and transparency of the academy in the use of funds and help show that it obtains value for money?	Is disclosure likely to cause unnecessary public alarm or confusion?
Is disclosure likely to contribute to public debate and assist the understanding of existing or proposed policy?	Is disclosure likely to seriously jeopardise the academy's legal or contractual position?
Is disclosure likely to increase public participation in decision making?	Is disclosure likely to infringe other legislation?
Is disclosure likely to increase public participation in political processes in general?	Is disclosure likely to create a controversial precedent on the release of information or impair your ability to obtain information in the future?
Is disclosure likely to bring to light information affecting public safety?	Is disclosure likely to adversely affect the schools proper functioning and discourage openness in expressing opinions?
Is disclosure likely to reduce further enquiries on the topic?	If a large amount of information on the topic has already been made available, would further disclosure shed any more light, or serve any useful purpose?

## Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, you can contact our data protection officer on:

Email [dpo@dmatschools.org.uk](mailto:dpo@dmatschools.org.uk)

Phone: 01629 532888

Room 396,  
North Block,  
County Hall,  
Smedley Street,  
Matlock,  
Derbyshire,  
DE4 3AG

### For DfE:

Public Communications Unit,  
Department for Education,  
Sanctuary Buildings,  
Great Smith Street,  
London, SW1P 3BT  
Website: [www.gov.uk/contact-dfe](http://www.gov.uk/contact-dfe)  
Telephone: 0370 000 2288

If, however you are dissatisfied with our response to your concerns you can of course contact the ICO quoting our ICO registration number ZA362232 and stating that the Data Controller is Dartmoor Multi Academy Trust

### Information Commissioners' Office

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate