

FREEDOM OF INFORMATION POLICY

The Skills Hub

The OHC&AT Board of Directors has agreed this Policy and as such, it applies across the organisation – 25th March 2019.

Jay Mercer
Chair of OHCAT Board



Peter Lauener
Chair of OHC Board



Freedom of Information Policy

INTRODUCTION

One of the aims of the Freedom of Information Act 2000 (FOIA) is that educational establishments should be clear and proactive about the information they make public. To do this we must produce a publication scheme, setting out:

- The categories of information that we intend to publish
- How this information can be obtained
- Whether this information is available free of charge or chargeable

The publication scheme will cover all information already published and any information that will be published in the future. Any information in the publication scheme is available in a paper form at a charge of 5p per sheet. Some information which we hold will not be made public for confidentiality and safeguarding reasons. This scheme conforms to Local Authority guidelines approved by the Information Commissioner.

AIMS AND OBJECTIVES

The publication scheme has been adopted by The Skills Hub as a way to assist in efficiently handling the data we hold and to provide a transparency in the way we manage the Academy's aims and objectives.

CATEGORIES OF INFORMATION AVAILABLE

This scheme advises on the information we currently publish and the information we intend to publish in the future. There are three main headings under which the information is available:

- Student documentation and policies
- General Academy policies and information
- Governing Body documentation

HOW TO REQUEST DOCUMENTATION

You may find the information you require on our website: <https://theskillshub.org/>

All requests under the Freedom of Information Act must be made in writing. If you cannot find the information you are looking for, please complete the online contact form available at <https://theskillshub.org/contact/> or email the Academy on info@theskillshub.org marking the subject line 'Freedom of Information Request'. If you require a paper copy of any of this documentation, it will be made available at a cost of 5p per sheet along with the appropriate postal charges. By law we are required

to provide a full response within 20 working days if we hold the information requested, subject to exemptions.

Exemptions:

- The information contains personal information
- The information is subject to the Academy's safeguarding procedure
- The information could harm a current criminal investigation
- The information could harm another person
- The information is not available
- The timescale involved would exceed 18 staff hours
- The information has been requested previously by the same individual
- Other exemptions as covered by the FOIA

You have the right to appeal a non-disclosure of information by writing to the Academy within 20 working days from receipt of the Refusal Notice.

Information currently published:

- Name, address and telephone number of the Academy
- The names of the Principal and Chair of Governing Body
- Information on the Academy's admissions policy
- The Skills Hub vision statement
- Course information
- Information on the support services available within the Academy
- Information, advice and guidance for prospective students, parents and carers

Pupil/student documentation and policies:

- The Skills Hub vision statement
- Term dates
- Positive Behaviour Policy
- Equality Policy
- Child Protection, Adult Protection & Safeguarding Policy and Procedure

General Academy policies and information:

- Ofsted Report and Post Inspection Action Plan
- Annual Report and Financial Statement
- Admissions Policy
- Complaints Procedure
- Health and Safety Policy

Governing Body documentation:

- Articles of Association
- Details of the Governing Body membership including the name and contact address of the Chair and Clerk

- The constitution of the Governing Body and terms of office

POLICY REVIEW DETAILS

<i>Version:</i>	1.1
<i>Reviewer:</i>	Lynn Barratt
<i>Approval body:</i>	Family Board
<i>Date this version approved:</i>	25 th March 2019
<i>Due for review:</i>	Spring 2022

RELATED POLICIES AND PROCEDURES

Data Protection Policy
Equality & Diversity Policy
Information & Records Retention Policy
IT Acceptable Use Policy
Child Protection, Adult Protection & Safeguarding Policy and Procedure
Photo Permission Policy
Positive Behaviour Policy (Academies)