# FREEDOM OF INFORMATION POLICY - ACCESS TO INFORMATION & PUBLICATION SCHEME (FOI)

This policy adheres to and should be applied with due consideration to the College's commitment to the Framework for Ethical Leadership in Education.

## Mission Statement

Our mission inspired by the Christian tradition is to be a community based on faith, hope and love; developing each individual intellectually, emotionally and spiritually to achieve their full potential.

To achieve this we will:

- Provide a welcoming, supportive community where everyone is valued.
- Provide a high quality, meaningful education which encourages the development of the whole person, inspired by the Notre Dame tradition.
- Promote a caring environment, rooted in the virtues of service, kindness, gratitude and respect.
- Work together for the benefit of each person as well as the wider community.
- Recognise, celebrate and treasure, without exception, the unique gifts and dignity of each person, ensuring equality and fairness for all, as found in the teaching and example of Our Lord Jesus Christ.

| Version | |
|---|---|
| Author | Director of Finance/DPO |
| Date Reviewed | May 2021 |
| Approved by SLT | June 2022 |
| Approved by Full Corporation | July 2022 |
| Review interval | 2 years |
| Previous review date | |
| Policy to be reviewed by or before | March 2023 |

The Freedom of Information Act 2000 (section 19) stated that all colleges must adopt a FOI publication scheme. The purpose of the Act was to promote greater openness by public authorities, which include further education colleges.

Notre Dame Catholic Sixth Form College (the College) has adopted this Model Publication Scheme, produced in October 2008 by the Information Commissioner's Officer for further education colleges. The Scheme provides a description of the "classes" or types of information that the Information Commissioner expects colleges of further education to make available – see below.

In addition, organisations are obliged to produce a guide to the specific information held under each of the classes of information identified in the scheme: this guide is attached as Appendix 1 to this policy document.

**Main classes of information**
1. What 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

**How to access information**
The College will make available information it holds under the guide at Appendix 1 unless identified as not available under one of the exemptions provided for by the legislation. Any documents routinely available to the public are noted in the guide at Appendix 1 in the descriptions of the different classes of information.

Most documents covered by the scheme are published in electronic format, some via the College's website at [www.notredamecoll.ac.uk](http://www.notredamecoll.ac.uk) or other websites as indicated. Other documents may only be available in hard copy and most will be provided on request subject to Confidentiality and Commercial Sensitivity restrictions.

We ask that requests are made in writing to the Data Protection Officer (DPO) and a response will normally be made within 20 College working days.

**Charging Policy**
The College will produce publications and documents in electronic formats where it is reasonably practical to do so.

Printed information on courses and services offered by the College is available, usually free of charge, as are packs issued to people responding to notices of job vacancies. For items not routinely available on request free of charge, or for items in other requested formats which incur additional cost, the College will usually make a charge. The charge will normally comprise the cost of photocopying or scanning and / or the direct cost of putting the information into

other requested formats, plus postage if applicable.  In certain circumstances the College may waive the fee at its absolute discretion.

**Contact and Complaints**
The contact for requests for documents, questions, comments or complaints about this policy or the publication scheme is:

DPO
Notre Dame Catholic Sixth Form College
St Mark's Avenue
Leeds
LS2 9BL
Tel:  0113 294 6644
Fax:  0113 2946006
Email: dpo@ndonline.ac.uk

**Complaints outside the College**
The College will do everything in its power to meet enquirers' information needs.  However, if the College is unable to resolve any issue raised, enquirers have the right to complain to the Office of the Information Commissioner, the independent body which oversees the implementation of the Freedom of Information Act at ico.org.uk

**GUIDE TO DOCUMENTS AVAILABLE UNDER THE PUBLICATION SCHEME**
(all requests via the DPO (the Freedom of Information Manager)

**Some documents can be found on the College website, where appropriate:**
[www.notredamecoll.ac.uk](http://www.notredamecoll.ac.uk),

*This is not an exhaustive list but indicative of the types of document held. If a document you*

*require is not shown in this guide please contact the DPO (Freedom of Information Manager).*

*Some information may, in some circumstances, be exempt from disclosure.*

*N.B. Some information listed may be within other documents e.g. Student information during induction or on Moodle or Financial Regulations*

| 1 Who we are and what we do | | |
|---|---|---|
| **Sub classes** | | **Documents** |
| 1.1 | **Legal Framework** | • Instrument and Articles of Government<br>• Legal status<br>• Charitable status - The College is an exempt charity under the powers conferred by the Further and Higher Education Act 1992 |
| 1.2 | **How the institution is organised** | • College structure Charts<br>• Introduction to the College<br>• College Calendar<br>• College Policies<br>• List of Governors<br>• Corporation (Governing Body) and Committee structure chart<br>• Standing Orders<br>• Terms of Reference and membership of Corporation and its Committees |
| 1.3 | **Organisations Notre Dame Catholic Sixth Form College works in partnership with** | • Funding Agencies<br>• Ofsted<br>• Examining Boards<br>• Partner Schools<br>• Employers<br>• Local Authorities<br>• Diocese of Leeds<br>• Other Schools<br>• FE Colleges |
| 1.4 | **Location and contact details** | *Switchboard*: 0113 294 6644<br>*Email*: [dpo@ndonline.ac.uk](mailto:dpo@ndonline.ac.uk)<br>*Website* (including staff contact details):<br>[www.notredamecoll.ac.uk](http://www.notredamecoll.ac.uk) *Address*:<br>Notre Dame Catholic Sixth Form College<br>St Mark's Avenue, Leeds, LS2 9BL |
| 1.5 | **Student activities** | • Students' Union Constitution i.e. Student Executive |

| 2 What we spend and how we spend it | | |
|---|---|---|
| **Sub classes** | | **Documents** |
| 2.1 | **Funding / income** | • Annual Budget as approved by Corporation<br>• Annual audited Financial Statements<br>• Contracting and Tendering Procedures (within Financial Regulations)<br>• Insurance certificate |
| 2.2 | **Budgetary and account information** | • Annual Audited Financial Statements<br>• Annual Budget as approved by Corporation |
| 2.3 | **Financial audit reports** | • Annual Financial Statements and Regularity Audit Report<br>• Annual Internal Audit Report |
| 2.4 | **Capital programme** | • Project Manager reports to Corporation on progress of capital projects |
| 2.5 | **Financial regulations and procedures** | • Financial Regulations, including Procurement Policy |
| 2.6 | **Staff pay and grading structures** | • Salary grades and pay |
| 2.7 | **Contracts** | • Detail of any contracts may be available on request- subject to Confidentiality and Commercial sensitivity restrictions |
| 3 What our priorities are and how we are doing | | |
| **Sub classes** | | **Documents** |
| 3.1 | **Annual Report** | • Annual Report of the Corporation<br>• College Self-Assessment Report and Quality Improvement Action Plans (SAR/QUIP) |
| 3.2 | **Corporate and Business Plans** | • Strategic / Development Plan<br>• College Self-Assessment Report and Quality Improvement Action Plans (SAR/QUIP) |
| 3.3 | **Teaching & Learning Strategy** | • Student support and supervision arrangements (Additional Learner Support (ALS) [on Moodle]<br>• Tutorial management<br>• Lesson Observations Procedure / annual summary |
| 3.4 | **Academic Quality & Standards** | • Annual Self-Assessment Report (SAR)<br>• Course Portfolio i.e. Prospectus<br>• Student Perception Surveys<br>• Assessment Policies (on Moodle)<br>• Quality Policy |
| 3.5 | **Corporate Relations** | • Marketing Strategy |
| 3.6 | **Government & Regulatory Reports** | • Ofsted Inspection Report: last report can be accessed at https://files.ofsted.gov.uk/v1/file/50183175 |
| 4 How we make decisions | | |
| **Sub classes** | | **Documents** |
| 4.1 | **Minutes from Corporation and its Committees** | • Minutes and Agenda of Corporation (Governing Body) meetings<br>• Agenda for Corporation Committees<br>• All papers for Corporation and Committee meetings are deemed Confidential, as are Minutes of Committee meetings under Data Protection or Commercial Sensitivity issues |

| 5 Our policies and procedures | | |
|---|---|---|
| **Sub classes** | | **Documents** |
| 5.1 | **Policies and procedures for conducting college business** | • College Policies |
| 5.2 | **Procedures and policies relating to academic services** | • Examination management<br>• Examinations special arrangements<br>• Admissions Policy<br>• Policy on Plagiarism<br>• External examination bodies regulations |
| 5.3 | **Procedures and policies relating to student services** | • Student information given during induction or on Moodle including information on<br>   ❖ Welfare / advice services<br>   ❖ Health services<br>   ❖ Careers services<br>   ❖ Sports and recreational facilities<br>   ❖ Finance and Hardship Funds<br>• Learning development and support<br>• Services for students with special needs<br>• Opening hours of libraries, study and IT centres<br>• Guide to Library Services and Library rules<br>• Copyright Guidelines<br>• IT usage - Codes of Practice |
| 5.4 | **Procedures and policies relating to human resources** | • Terms and conditions of employment<br>• Grievance Policy<br>• Disciplinary Policy<br>• Harassment and Bullying Policy<br>• Sickness Absence Policy<br>• Public interest disclosure "whistleblowing" (for compliance with the Public Interest Disclosure Act)<br>• Staff Training and Development documents<br>• Induction procedures<br>• disability confident |
| 5.5 | **Code of Conduct for members of governing bodies** | • Code of Conduct for members of the Corporation |
| 5.6 | **Equality and Diversity** | • All Equality and Diversity Policies |
| 5.7 | **Health and Safety** | • Health and Safety Policy |
| 5.8 | **Estate management** | • Property Strategy and Plan<br>• Tendering Policies within Financial Regulations |
| 5.9 | **Complaints policies and procedures** | • Student / Customer Concerns and Complaints Procedure<br>• Staff Complaints Procedure<br>• Complaints against the Corporation (Governing Body)<br>• Complaints about the Freedom of Information Policy – Access to Information & Publication Scheme |
| 5.10 | **Records management and** | • IT Security Policies |

| | personal data policies | • General Data Protection Regulations (GDPR) - Data Retention and Archive.<br>• GDPR - Data Protection Policy<br>• Access to Information / Publication Scheme |
|---|---|---|
| 5.11 | **Charging regimes and policies** | • Tuition Fees Policy including<br>  ❖ Information for home / EU students<br>  ❖ Information for international students<br>  ❖ Information on other charges |

**6 Lists and Registers**

We expect this to be information contained only in currently maintained lists and registers.

| **Sub classes** | | **Documents** |
|---|---|---|
| 6.1 | **Any information we are currently legally required to hold in publicly available registers** | • A Register of Interests is held |
| 6.2 | **Asset registers** | • An Asset register is held |
| 6.3 | **Disclosure logs** | • Freedom of Information / GDPR Requests logs are kept (12 months) |

**7. The services we offer**

| **Sub classes** | | **Documents** |
|---|---|---|
| 7.1 | **Prospectus and Course content** | • The Prospectus includes<br>  ❖ Structure of courses<br>  ❖ Qualification offered<br>  ❖ Changing courses<br>  ❖ Work experience<br>  ❖ Destinations |
| 7.2 | **Health Advice** | • Within Student information on Moodle and Staff induction materials |
| 7.3 | **Careers and IAG Advice** | • ditto |
| 7.4 | **Chaplaincy Services** | • ditto |
| 7.5 | **Services for which the College is entitled to recover a fee (together with those fees)** | • Examination Re-sit Fee Policy |
| 7.6 | **Sports & recreational facilities** | • Within Student information on Moodle |
| 7.7 | **Advice and guidance** | • Within Student information on Moodle |