

# **FREEDOM OF INFORMATION POLICY**

**Orchard Hill College**

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

Jay Mercer  
Chair of OHCAT Board

A handwritten signature in black ink, appearing to read "Jay Mercer".

Peter Lauener  
Chair of OHC Board

A handwritten signature in black ink, appearing to read "Peter Lauener".

# 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 Orchard Hill College as a way to assist in efficiently handling the data we hold and to provide a transparency in the way we manage the College'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 College policies and information
- Governing Body documentation

## HOW TO REQUEST DOCUMENTATION

You may find the information you require on our website: <https://orchardhill.ac.uk>

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://orchardhill.ac.uk/contact/> or email the College on [enquiries@orchardhill.ac.uk](mailto:enquiries@orchardhill.ac.uk) 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 College'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 College within 20 working days from receipt of the Refusal Notice.

Information currently published:

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

Student documentation and policies:

- Orchard Hill College vision statement
- Term dates
- Positive Behaviour Policy
- Equality & Diversity Policy
- Child Protection, Adult Protection & Safeguarding Policy and Procedure

General College 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 <sup>th</sup> 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 OHC