



## Compass Learning Centre

### Freedom of Information Publication Scheme 2023-24

<b>Statutory Policy:</b> YES	<b>Governor Action:</b> YES			
<b>Governors' Committee Responsible:</b>	Personnel, Finance & Resources			
<b>Link Governor:</b>	Chair of Committee			
<b>Link SLT:</b>	School Business Leader			
<b>Person Responsible:</b>	Data Manager			
<b>Date Reviewed:</b>	June 2023			
<b>Next Review Date:</b>	June 2024			
<b>Key Link Policies / Documents:</b>  <i>This list is not exhaustive and further policies / documents may also need to be consulted in addition to these dependent on circumstances</i>	Data Protection Policy  Privacy Notice for Staff & Students			
<b>Policy Suite:</b>				
HR	Curriculum	Student Behaviour & Welfare	Finance	Premises & Health & Safety

*Our aim is to help all our learners unlock their potential in life and work*

Signed: *Alison Glazier* Headteacher Date: 01/06/23

Signed: *CM Rev* Link Governor Date: 22/06/23

## Equality Impact Assessment – initial screening record

<ul style="list-style-type: none"> <li>What area of work is being considered?</li> <li>Upon whom will this impact?</li> </ul>	Freedom of Information Publication Scheme																																				
Staff, Parents, LA, Students																																					
<ul style="list-style-type: none"> <li>How would the work impact upon groups, are they included and considered?</li> </ul> <table border="1" data-bbox="271 506 1241 757"> <thead> <tr> <th>The Equality Strands</th> <th>Negative Impact</th> <th>Positive Impact</th> <th>No impact</th> </tr> </thead> <tbody> <tr><td>Minority ethnic groups</td><td></td><td>√</td><td></td></tr> <tr><td>Gender</td><td></td><td>√</td><td></td></tr> <tr><td>Disability</td><td></td><td>√</td><td></td></tr> <tr><td>Religion, Faith or Belief</td><td></td><td>√</td><td></td></tr> <tr><td>Sexual Orientation</td><td></td><td>√</td><td></td></tr> <tr><td>Transgender</td><td></td><td>√</td><td></td></tr> <tr><td>Age</td><td></td><td>√</td><td></td></tr> <tr><td>Rurality</td><td></td><td>√</td><td></td></tr> </tbody> </table>		The Equality Strands	Negative Impact	Positive Impact	No impact	Minority ethnic groups		√		Gender		√		Disability		√		Religion, Faith or Belief		√		Sexual Orientation		√		Transgender		√		Age		√		Rurality		√	
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Rurality		√																																			
<ul style="list-style-type: none"> <li>Does data inform this work, research and/or consultation. And has it been broken down by the equality strands?</li> </ul> <table border="1" data-bbox="271 936 1241 1207"> <thead> <tr> <th>The Equality Strands</th> <th>No</th> <th>Yes</th> <th>Uncertain</th> </tr> </thead> <tbody> <tr><td>Minority ethnic groups</td><td>√</td><td></td><td></td></tr> <tr><td>Gender</td><td>√</td><td></td><td></td></tr> <tr><td>Disability</td><td>√</td><td></td><td></td></tr> <tr><td>Religion, Faith or Belief</td><td>√</td><td></td><td></td></tr> <tr><td>Sexual Orientation</td><td>√</td><td></td><td></td></tr> <tr><td>Transgender</td><td>√</td><td></td><td></td></tr> <tr><td>Age</td><td>√</td><td></td><td></td></tr> <tr><td>Rurality</td><td>√</td><td></td><td></td></tr> </tbody> </table>		The Equality Strands	No	Yes	Uncertain	Minority ethnic groups	√			Gender	√			Disability	√			Religion, Faith or Belief	√			Sexual Orientation	√			Transgender	√			Age	√			Rurality	√		
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<ul style="list-style-type: none"> <li>Does the initial screening highlight potential issues that may be illegal? <b>No</b></li> </ul> <div data-bbox="271 1352 1259 1498" style="border: 1px solid black; padding: 5px; min-height: 60px;"> <p>Further comments:-</p> </div>																																					
Do you consider that a full Equality Impact Assessment is required? <b>No</b>																																					
<p>Initial screening carried out by Personnel Administrator          Signed: <i>Michelle Nokes</i> Dated: 01/06/2023</p>																																					
<p>Comment by Headteacher: Reviewed with no changes          Signed: <i>Alison Glazier</i> Dated: 01/06/2023</p>																																					



## MODEL PUBLICATION SCHEME

### Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 authority 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.

### 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 authority.

**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 authority 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 a public authority, 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, a public authority 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 an authority 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 authority 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.

## Freedom of Information

Guide to information available from The Compass Learning Centre under the model publication scheme.

Information to be published.	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
Who's who in the school	<a href="http://www.compass.dorset.sch.uk">www.compass.dorset.sch.uk</a>	Free
Who's who on the governing body / board of governors and the basis of their appointment	<a href="http://www.compass.dorset.sch.uk">www.compass.dorset.sch.uk</a>	Free
Instrument of Government	<a href="http://www.compass.dorset.sch.uk">www.compass.dorset.sch.uk</a>	Free
Contact details for the Head teacher and for the governing body, via the school.	Via Heads PA / Clerk to the Governors	Free
School prospectus (if any)	<a href="http://www.compass.dorset.sch.uk">www.compass.dorset.sch.uk</a>	Free
Annual Report (if any)	Not Applicable	N/A
Staffing structure	<a href="http://www.compass.dorset.sch.uk">www.compass.dorset.sch.uk</a>	Free
School session times and term dates	<a href="http://www.compass.dorset.sch.uk">www.compass.dorset.sch.uk</a>	Free
Address of school and contact details, including email address.	<a href="http://www.compass.dorset.sch.uk">www.compass.dorset.sch.uk</a>	Free
Gender Pay Gap	Not Applicable	N/A
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual budget plan and financial statements	Inspection only – contact School Business Leader	N/A
Capital funding	Inspection only – contact School Business Leader	N/A
Financial audit reports	Inspection only – contact School Business Leader	N/A
Details of expenditure items over £5,000 – published at least annually but at a more frequent quarterly or six-monthly interval where practical.	Inspection only – contact School Business Leader	N/A
Procurement and contracts the school has entered into, or information relating to / a link to information held by an organisation which has done so on its behalf (for example, a local authority or diocese).	Inspection only – contact School Business Leader	N/A

Pay Policy	Order via School Business Leader / Heads PA	10p per page plus postage
Staff allowances and expenses that can be incurred or claimed, with totals paid to individual senior staff members (Senior Leadership Team or equivalent, whose basic actual salary is at least £60,000 per annum) by reference to categories.	Order via School Business Leader / Heads PA	10p per page plus postage
Staffing, pay and grading structure. As a minimum the pay information should include salaries for senior staff (Senior Leadership Team or equivalent as above) in bands of £10,000; for more junior posts, by salary range.	Order via School Business Leader / Heads PA	10p per page plus postage
Governors' allowances that can be incurred or claimed, and a record of total payments made to individual governors.	Order via School Business Leader / Heads PA	10p per page plus postage
Trade Union Facility Time	Not Applicable	N/A
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current information as a minimum		
School profile (if any)	<a href="http://www.compass.dorset.sch.uk">www.compass.dorset.sch.uk</a>	Free
The latest Ofsted report summary	<a href="http://www.compass.dorset.sch.uk">www.compass.dorset.sch.uk</a>	Free
The latest School Development Plan	Inspection only – contact School Business Leader	N/A
Performance management policy and procedures adopted by the governing body.	Order via School Business Leader / Heads PA	10p per page plus postage
Performance data or a direct link to it	<a href="http://www.compass.dorset.sch.uk">www.compass.dorset.sch.uk</a>	Free
The school's future plans; for example, proposals for and any consultation on the future of the school, such as a change in status	<a href="http://www.compass.dorset.sch.uk">www.compass.dorset.sch.uk</a>	Free
Safeguarding and child protection	<a href="http://www.compass.dorset.sch.uk">www.compass.dorset.sch.uk</a>	Free
GDPR	<a href="http://www.compass.dorset.sch.uk">www.compass.dorset.sch.uk</a>	Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous three years as a minimum		
Admissions policy/decisions (not individual admission decisions) – where applicable	<a href="http://www.compass.dorsetsch.uk">www.compass.dorsetsch.uk</a>	Free
Agendas and minutes of meetings of the governing body and its committees. (NB this will exclude information that is properly regarded as private to the meetings).	Order via School Business Leader / Heads PA	10p per page plus postage

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.		
School Policies (All)	<a href="http://www.compass.dorset.sch.uk">www.compass.dorset.sch.uk</a> Or order via School Business Leader / Heads PA	Free 10p per page plus postage
Records management and personal data policies, including: <ul style="list-style-type: none"> <li>• Information security policies</li> <li>• Records retention, destruction and archive policies</li> <li>• Data protection (including information sharing policies)</li> </ul>	<a href="http://www.compass.dorset.sch.uk">www.compass.dorset.sch.uk</a> Or order via School Business Leader / Heads PA	Free 10p per page plus postage
Charging regimes and policies.	<a href="http://www.compass.dorset.sch.uk">www.compass.dorset.sch.uk</a> or order via School Business Leader / Heads PA	Free 10p per page plus postage
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only (this does not include the attendance register).		
Curriculum circulars and statutory instruments	<a href="http://www.compass.dorset.sch.uk">www.compass.dorset.sch.uk</a>	Free
Disclosure logs	Inspection only – contact School Business Leader	N/A
Asset register	Inspection only – contact School Business Leader	N/A
Any information the school is currently legally required to hold in publicly available registers	Inspection only – contact School Business Leader	N/A
CCTV	<a href="http://www.compass.dorset.sch.uk">www.compass.dorset.sch.uk</a> Or order via School Business Leader / Heads PA	Free 10p per page plus postage
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Extra-curricular activities	<a href="http://www.compass.dorset.sch.uk">www.compass.dorset.sch.uk</a>	Free
Out of school clubs	<a href="http://www.compass.dorset.sch.uk">www.compass.dorset.sch.uk</a>	Free
Services for which the school is entitled to recover a fee, together with those fees	<a href="http://www.compass.dorset.sch.uk">www.compass.dorset.sch.uk</a>	Free
School publications, leaflets, books and newsletters	<a href="http://www.compass.dorset.sch.uk">www.compass.dorset.sch.uk</a>	Free
Additional Information (that is not itemised in the lists above)	<a href="http://www.compass.dorset.sch.uk">www.compass.dorset.sch.uk</a>	Free