



Camphill School Aberdeen

Freedom of Information Policy

Record of Approval					
Revision	Date	Author	Recommended	Approved	Review due
1	August 2020	Reviewed by Martin Alfred	Signature required (for Management)	Signature required (Board of Trustees)	August 2023
0	September 2016	Laurence Alfred		Norma Hart Board of Trustees	September 2019

1. Policy Objectives

Camphill School Aberdeen (CSA) is committed to respond to all Freedom of Information (FOI) and Environmental Information (EIR) requests and to comply with the legislative requirements of the Freedom of Information (Scotland) Act 2002 and Environmental Information Regulations 2004.

2. Policy

Camphill School Aberdeen will ensure that:

- It publishes the classes of information that it makes routinely available.
- It tells the public how to access the information and what it might cost.
- All FIO and EIR request are responded to within the 20-day limit.
- All FIO and EIR requests are logged and monitored, and statistics are reported quarterly to the Scottish Information Commissioner's office.

3. Responsibilities

3.1 Senior Management

- Appointed by the board of trustees to oversee responsibility for this policy.
- Ensure compliance with FIO and EIR regulations.
- Ensure that relevant information is made public and that the public is told where to access the information.

3.2 Data Protection Officer

- Ensure all FIO and EIR requests are logged and monitored.
- Ensure all FIO and EIR requests are responded to within the 20-day limit.
- Report statistics quarterly to the Scottish Information Commissioner's Office.

3.3 Managers

- Report all FIO and EIR requests to the FIO Officer.

3.4 All Staff and Volunteers

- Report all FIO and EIR requests to their line manager

Appendices

Appendix 1

FREEDOM OF INFORMATION SCOTLAND ACT 2002 (FOISA)

This legislation puts an obligation on public authorities to make information readily accessible to the public and to comply with requests for information that is held but not published. It covers information relating to the educational activities of the school.

The Act requires Scottish public authorities to produce and maintain a publication scheme. This outlines what information Camphill School Aberdeen routinely publishes. Public authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost.

A FOISA request may come in to any part of the school and does not need to quote the legislation. It does, however, need to be made in writing (or other reviewable format to comply with Equality Act requirements), and a contact name and address (email address is sufficient) is required.

Fees may apply – see our ‘Guide to Information’ for details.

There are formal processes for managing FOISA and Environmental Information Regulations 2004 (EIR) requests and all such requests must be forwarded to the Freedom of Information Office immediately. There is a 20-day time limit for responses to requests for information.

All requests are logged and monitored, and statistics are reported quarterly to the Scottish Information Commissioner’s office.

Not all information is disclosable – there are ‘exemptions’ which apply and any queries about the validity of a request should be directed to the Data Protection Information Officer as soon as possible on receipt of request.

Should a requester be dissatisfied with the response received from Camphill School Aberdeen, the requestor has a right to internal review, and then a further right of appeal to the Scottish Information Commissioner. All responses to requests for information will detail these rights to enquirers.

Further information can be found on the Scottish Information Commissioner’s website (www.itspublicknowledge.org) or from the Camphill School Aberdeen Freedom of Information Officer.

Appendix 2

ENVIRONMENTAL INFORMATION REGULATIONS 2004 (EIR)

Alongside FOISA, the public has a right to access environmental information about Camphill School Aberdeen. The definition of environmental information under these regulations is very wide. Some examples include information about air, water, land, landscaping, biodiversity, architecture, internal building environment, recycling and energy usage. This list is not exhaustive.

Requests for environmental information should be forwarded to the Data Protection immediately.

EIR requests may be made verbally or in writing.

Appendix 3**Information on Website:****GUIDE TO INFORMATION - Freedom of Information**

Freedom of information (FOI) law requires Scottish public authorities to produce and maintain a publication scheme. Authorities are under a legal obligation to:

- publish the classes of information that they make routinely available
- tell the public how to access the information and what it might cost.

Camphill School Aberdeen (CSA) is a Scottish public authority under FOI law and it has adopted the Model Publication Scheme produced by the Scottish Information Commissioner. View the Model Publication Scheme at www.itspublicknowledge.info/mps

The purpose of this Guide to Information is to:

- let you see what information CSA publishes under each class of the Model Publication Scheme
- tell you how to find the information easily
- tell you about any charges for the information
- give contact details for enquiries and help with accessing the information
- explain how to request information we haven't published

Availability and formats

The information we publish through the Model Publication Scheme is, wherever possible, available on our website. We offer alternative arrangements for people who do not want to, or cannot, access the information online or by inspection at our premises. For example, we can usually arrange to send information to you in paper copy (although there may be a charge for this).

Exempt information

We will publish the information we hold that falls within the classes of information below. If a document contains information that is exempt under Scotland's freedom of information laws (for example sensitive personal information or a trade secret), we may remove or redact the information before publication but we will explain why.

Copyright

CSA has adopted the Open Government Licence (OGL) for the information it publishes through this Guide. You can view the OGL here: <http://www.nationalarchives.gov.uk/doc/open-government-licence/>. This sets out what you can and cannot do with our published information where we are the copyright holder.

Where CSA does not hold the copyright in information we publish, we will make that clear in this guide.

Charges

There is no charge to view information on our website or at our premises.

We may charge for providing information to you e.g., photocopying and postage, but we will charge you no more than it actually costs us to do so. We will always tell you what the cost is before providing the information to you.

Our photocopying charge per sheet of paper is shown in the table below:

Size of paper	Pence per single sided copy (black and white)	Pence per single sided copy (colour)
A1	---	---
A2	---	---
A3	16p	32p
A4	8p	16p
A5	---	---

Information provided on CD-Rom will be charged at £1.00 per computer disc.

We will recharge any postage costs at the rate we paid to send the information to you.

When providing copies of pre-printed publications, we will charge no more than the cost per copy of the total print run.

We do not pass on any other costs to you for our published information.

This charging schedule does not apply to our commercial publications (see Class 8 below). These items are offered for sale through retail outlets such as book shops, academic journal websites or museum shops and their price reflects a 'market value' which may include the cost of production.

Contact us

You can contact us for assistance with any aspect of this publication scheme:

Camphill School Aberdeen
Murtle House
Bielside
Aberdeen
AB15 9EP
Email: foi@crss.org.uk
Tel: 01224 867935

We will also be pleased to advise you how to ask for information that we do not publish or how to complain if you are dissatisfied with any aspect of this publication scheme.

The classes of information that we publish

We publish the information that we hold within the following classes. Once information is published under a class we will continue to make it available for the current and previous two financial years.

Where information has been updated or superseded, only the current version will be available. If you would like to see previous versions, you are welcome to make a request to us for that information.

CLASS 1: ABOUT CAMPHILL SCHOOL ABERDEEN	
Class description:	
Information about Camphill School Aberdeen, who we are, where to find us, how to contact us, how we are managed and our external relations	
The information we publish under this class	How to access it
School name, address and contact details, including contact during holidays	Contact Us
School structure, names, roles and responsibilities of senior staff and board members	School Management Board of Trustees
School opening hours	Opening Hours
School term times, holidays and INSET days	Term Dates
Contact details for customer care and complaints	Policies and Procedures - Expressing a Concern
This Guide to Information	Guide to Information
How to make an information request to the school	Please email: foi@crss.org.uk
Our charges for information that has not been published*	See 'Charges' above
Legal framework for the school e.g., s29 of the Education Act, constitution, company details, etc.	Articles of Association

	<p>Camphill School Aberdeen is a business name of Camphill Rudolf Steiner Schools Limited</p> <p>Registered Company No. SC103899 (Scotland)</p> <p>Charity No: SC015588</p> <p>Independent School No: 5381142</p> <p>Education Additional Support for Learning Act 2005/ and different sections of the Children (Scotland) Act 1995: 23, 25 and 31.</p>
Governance structures: board, committees, other decision-making structures	School Management
School strategies e.g., stakeholder engagement, equality	Parent Evaluations
School planning processes	Strategic Plan
How the school is held accountable, including reporting requirements of regulators	Inspection Reports
Internal and external audit arrangements	Inspection Reports
Subsidiary companies or other significant financial interests	No information under this class
Contractual agreements with local authorities	<p>Every pupil and Young Adult has an individualised contract.</p> <p>CSA is included as an approved supplier in both the Scotland Excel Children's Residential Care and Education Services Framework Agreement 03-11 (service options 1 to 4), and the National Framework for Care Homes for Adults with Learning Difficulties.</p>
Membership of advisory bodies e.g., SCIS and ETCS and links to more information	Advisory Bodies

CLASS 2: HOW CAMPHILL SCHOOL ABERDEEN DELIVERS OUR FUNCTIONS AND SERVICES	
Class description:	
Information about our work, our strategy and policies for delivering functions and services and information for our service users.	
The information we publish under this class	How to access it
Description of the school's functions	Current Services
Strategies, school policies and internal staff procedures for delivering the school's functions, including allocation, quality and standards.	Policies and Procedures
How to report a concern to the school	Policies and Procedures - Expressing a Concern
Reports about how the school delivers its functions	Current Services
How the school charges (generally) for its services and functions (Scottish Excel Framework)	Each Pupil and Young Adult have an individualised fee based on service requirements and needs. CSA is included as an approved supplier in both the Scotland Excel Children's Residential Care and Education Services Framework Agreement 03-11 (service options 1 to 4), and the National Framework for Care Homes for Adults with Learning Difficulties.
List of services provided by the school, including the statutory basis for them (where applicable)	Current Services
Service schedules and delivery plans, for example school improvement plan	Strategic Plan School Improvement Plan
Information for service users, including how to access the services	Admissions
School newsletters and news sheets	News

Parent guides e.g. on GIRFEC, SQA exam guides, etc (where published by the school)	No information under this class

CLASS 3: HOW CAMPHILL SCHOOL ABERDEEN TAKES DECISIONS AND WHAT IT HAS DECIDED

Class description:

Information about the decisions we take, how we make decisions and how we involve others

The information we publish under this class	How to access it
Decisions taken by the school: agendas, reports and papers provided for consideration and minutes of Board (or equivalent) meetings	To be added
Public consultations and the outcomes of engagement with stakeholders	Parent Evaluations
Reports of any regulatory inspections, audits and investigations carried out by the school. School Improvement partner visits.	Inspection Reports

CLASS 4: WHAT CAMPHILL SCHOOL ABERDEEN SPENDS AND HOW IT SPENDS IT

Class description:

Information about our strategy for, and management of, financial resources (in sufficient detail to explain how we plan to spend public money and what has actually been spent.

The information we publish under this class	How to access it
Financial statements, including annual accounts, financial statements required by statute and any regular statements e.g., quarterly budget statements	Statutory Accounts
Financial policies and procedures for budget allocation	CSA Financial Regulations

Budget allocation to key policy / function / service areas	CSA Financial Procedures
Purchasing plans and capital funding plans	No information under this class
Financial administration manual / internal financial regulations	CSA Financial Procedures
Expenses policies and procedures	CSA Financial Procedures
Senior staff / board member expenses at category level e.g., travel, subsistence and accommodation	CSA Financial Procedures
Board member remuneration other than expenses	No Board remuneration
Pay and grading structure (levels of pay rather than individual salaries)	No information under this class
Investments, summary information about endowments, investments and school pension fund	Employee Stakeholder Pension Scheme held with Standard Life
Any grants available from the school, how to apply for them and funding awards made	No grants available

CLASS 5: HOW CAMPHILL SCHOOL ABERDEEN MANAGES ITS HUMAN, PHYSICAL AND INFORMATION RESOURCES

Class description:

Information about how we manage the human, physical and information resources of Camphill School Aberdeen.

The information we publish under this class	How to access it
Strategy for and management of human resources	School Management
Human resources policies, procedures and guidelines, including: recruitment, performance management, salary and grading, promotion, pensions, discipline, grievance, staff development, staff records	Policies and Procedures , including, but not restricted to, Recruitment, Protection of Vulnerable Groups, Training, Whistleblowing, Conditions of Service, Discipline and Grievance.
Employee relations structures and agreements reached with recognised trade unions and professional organisations	CSA has the practice of holding regular meetings with employees to discuss and share information about the

	<p>organisation and update our workforce.</p> <p>An 'open door' policy is in place with access to management at all levels.</p> <p>No Trade Union agreement is in place, however, Trade Unions are recognised in line with legislation and ACAS guidelines.</p>
Management of the school's land and property assets, including environmental / sustainability report	The school's land and property is owned by Camphill Rudolf Steiner Estates Ltd (CRSE) and rented by CSA on a self-maintaining lease. Land and properties are audited annually by CSA and ongoing repair and renewal is planned and carried out by CSA in line with its Strategic Plan.
Description of the school's land and property holdings	The school's land and property owned by Camphill Rudolf Steiner Estates Ltd and rented by CSA currently includes all of the land and buildings on Murtle, Camphill and Cairnlee estates, except for the buildings and adjacent land which are rented from CRSE by the Camphill Medical Practice and Camphill Wellbeing Trust on Murtle estate and by Simeon Care for the Elderly on Cairnlee estate.
Estate development plans	Major structural refurbishment and capital development of CRSE land and properties rented by CSA is subject to application being made by CSA Board of Trustees and adoption by CRSE in its overall development plan.
Property and land maintenance arrangements	As noted above: The school's land and property is owned by Camphill Rudolf Steiner Estates Ltd (CRSE) and rented by CSA on a self-maintaining lease. Land and properties are audited annually by CSA and ongoing repair and renewal is planned and carried

	out by CSA in line with its Strategic Plan.
Records management policy, including records retention schedule	To be added
Information governance / asset management policies and procedures, information asset list	To be added
Knowledge management policies and procedures	No information under this class
Lists of statistical information published by the school	No information under this class
Freedom of information policies and procedures	Policies and Procedures - Freedom of Information Policy
Data protection or privacy policy	Policies and Procedures - Data Protection Policy (Care and Education)

CLASS 6: HOW CAMPHILL SCHOOL ABERDEEN PROCURES GOODS AND SERVICES FROM EXTERNAL PROVIDERS

Class description:

Information about how we procure goods and services, and our contracts with external providers

The information we publish under this class	How to access it
Procurement policies and procedures	CSA Financial Procedures
Invitations to tender	CSA Financial Procedures
List of contracts which have gone through formal tendering, including name of supplier, period of contract, and value	No information under this class

CLASS 7: HOW CAMPHILL SCHOOL ABERDEEN IS PERFORMING

Class description:

Information about how Camphill School Aberdeen performs as an organisation, and how well it delivers its functions and services	
The information we publish under this class	How to access it
External reports e.g., annual report, performance statements required by statute (e.g., section 32 of the Public Service Reform (Scotland) Act 2010 if applicable)	Statutory Accounts
Performance indicators and performance against them	Strategic Plan
Education Scotland Inspection reports (links to ES website)	Inspection Reports Education Scotland website
Care Inspectorate Inspection reports (links to CI website)	Inspection Reports Care Inspectorate website

CLASS 8: OUR COMMERCIAL PUBLICATIONS**Class description:**

Information packaged and made available for sale on a commercial basis and sold at market value through a retail outlet e.g. bookshop, museum or research journal.

The information we publish under this class	How to access it
No information under this class	

CLASS 9: OUR OPEN DATA**Class description:**

Open data made available by the school as described by the Scottish Government's [Open Data Resource Pack](#) and available under an open licence.

The information we publish under this class	How to access it
No information under this class	