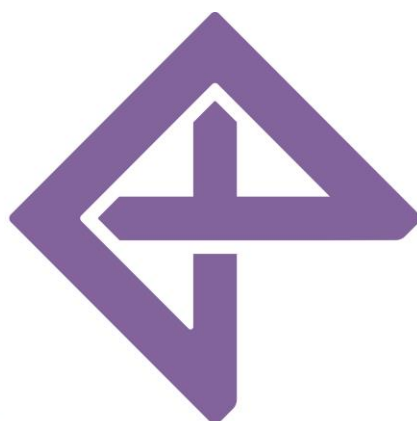


Freedom of information policy

Elements Diocesan Learning Trust



Elements
Diocesan Learning Trust

Flourishing together, in the love of God.

Version:	1
Approved by:	Date: 19.12.2024
Last reviewed on:	01.12.2024
Next review due by:	01.12.2027

Together we flourish, in the love of God

Elements Diocesan Learning Trust is a company limited by guarantee registered in England and Wales with the company number 13588310.
Registered address: 16, Lowesmoor Wharf, Lowesmoor, Worcester. WR1 2RS.

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1. Vision and Values

Our vision has been developed to enable the coming together of like-minded Primary Schools in Dudley – schools that are separate, discrete *elements* that choose to coalesce as a cohesive whole to speak with one shared voice in education within the Borough of Dudley. Each person in these school communities, children, and adults alike, are also *elements* in bringing to fruition an education that enables their own flourishing and that of others. They are unique individuals, each with their own agency and characteristics, but who have an exponential effect when working together with a shared vision and purpose.

This is the vision in which the headteachers, governors and wider stakeholders have placed their trust and it is essential that it is upheld at every stage.

Each school, despite sharing some similarities, has its own unique context, community, culture, ethos, vision, and values. These will be honoured at all times as part of Elements Diocesan Learning Trust.

The vision is deeply rooted in, and is an outworking of, the Church of England’s Vision for Education. Elements Diocesan Learning Trust is committed in being ‘Deeply Christian: Serving the Common Good’, inspired by the particular scripture in John 10:10 where Jesus declares *‘I have come that they may have life, and have it to the full’*. These words, combined with the vision’s four main guiding *elements* - educating for Wisdom, Knowledge & Skills; Hope & Aspiration; Community & Living Well Together; and Dignity & Respect form the core vision for Elements Diocesan Learning Trust. At times, it is expected that interpretation of what the vision means in practice will vary between individuals and that there will be differences of opinion. At such times, discussion around decisions and actions will be respectful, honouring the four strands of the vision itself and remembering the original reasons for this collaboration.

These core *elements* of the Church of England’s Vision for Education have supported the formation of our founding core values.

- **Wisdom** – The decisions we take are wise and are based on informed discussions and evidence and aimed at ensuring we achieve the best outcomes for all without forsaking our values
- **Hope** – we have hope for a positive future and always finding positive outcomes
- **Honesty** – we are honest with all inside and outside our organisation, whilst being sensitive to how we deliver these messages
- **Community and Helpfulness** – we work in co-operation and partnership with all staff and wider stakeholders
- **Dignity and Compassion** – we treat all those within and outside our organisation with dignity, irrespective of the circumstances, and we show everyone compassion for the difficulties that they are experiencing
- **Respect** – we are respectful to all, dedicated to ensuring inclusivity and diversity with those that we work with and for others that meet, and our actions may affect.
- **Integrity** – we have strong principles rooted in our Christian mission that lead our actions and decisions

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2. Legal Obligations

Section 1 of the Freedom of Information Act 2000 gives a general right of access from 1 January 2005 to recorded information held by Elements Diocesan Learning Trust ('the Trust'), comprising member schools and the central team, subject to certain conditions and exemptions contained in the Act. Simply, any person making a request for information to the Trust is entitled:

- to be informed in writing whether the Trust holds the information of the description specified in the request; and
- if the Trust holds the information to have that information communicated to them.

If the Trust holds the information, it must provide it, subject to certain conditions and exemptions.

The Trust will ensure that procedures and systems are in place to facilitate access by the public to recorded information and to this end, the Trust has adopted the policy as specified below.

3. Scope of the policy

Section 19 of the Freedom of Information Act places a duty upon the Trust to have a Publication Scheme in place where it will routinely publish information about the Trust in line with the model publication scheme. The Trust has a statutory obligation to make information that is not available as part of the Publication Scheme accessible to any members of the public upon written request.

4. Objectives

The Trust will meet its obligations under the Freedom of Information Act 2000 by:

- actively maintaining a Publication Scheme;
- acknowledging the rights of individuals who request information from the Trust and ensure these rights are exercised in accordance with the Act;
- ensuring that records are managed properly and adequate steps are taken to ensure accuracy and information is kept up to date.

5. Achieved by

In order to support these objectives, the Trust will:

- manage all records effectively following good records management practice;
- actively publish information via the Trust website through the Publication Scheme;
- regularly review the Publication Scheme;
- ensure that all activities that relate to the processing of a request will comply with the Act;
- ensure that any requests for access to information held by the Trust are handled courteously, promptly and appropriately, ensuring that the request is valid and that information provided is clear and unambiguous;
- ensure that all staff acting on the Trust's behalf understand their responsibilities regarding access to information under the Act, and that they receive the appropriate training/instruction and supervision so that they carry these duties out effectively and consistently and are given access to information;

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- ensure that staff are aware of the Freedom of Information Policy;
- review this policy annually to ensure that it is still relevant, efficient and effective;
- ensure that the Policy and Procedure will be made available in other formats where necessary.

6. Version Control

This policy will be reviewed annually with review and next review dates.

7. Further information

For further information, please contact:

YourIG Data Protection Officer Service

Dudley MBC, The Council House,

Dudley,

DY1 1HF

Email: YourIGDPOService@dudley.gov.uk

Tel: 01384 815607

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