

THE RISE TRUST



Freedom of Information Policy

Record of Updates

FREEDOM OF INFORMATION POLICY	
Date Created	22 March 2019
Revision	March 2021
Revision due	March 2022
Revision due	March 2023

DOCUMENT VERSION CONTROL		
Issue No.	Issue Date	Summary of Changes
1	April 2019	Original version
2	April 2021	Location of data updated
3	April 2022	Appendix A added

Freedom of Information Act

This publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by The RISE Trust without further approval and will be valid until further notice.

This publication scheme commits The RISE Trust 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 RISE Trust.

The scheme commits The RISE Trust:

- 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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and The RISE Trust is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do

The RISE Trust is a charitable company limited by guarantee. The directors of the company are also charity trustees for the purpose of charity law and under the company's articles are known as members of the management committee. Details of all trustees can be found on the websites of Companies House and the Charities

Commission. The day-to-day responsibility of the services rests with the Chair of Trustees and Chief Executive Officer. We operate in partnership with other agencies such as Health, Social Services and local schools.

The RISE Trust provides Children Centre services for North Wiltshire and runs four Early Excellence Centres in Chippenham.

What we spend and how we spend it

Financial information and current audited accounts can be found on the websites for Companies House and the Charity Commission.

What our priorities are and how we are doing

Performance data for Children Centre services and Early Excellence Centres can be provided on request and are submitted quarterly to the Local Authority. Ofsted reports can be found on The RISE Trust website. The RISE Trust action plans are available at individual centres and from management staff and Trustees.

How we make decisions

Decisions are made in meetings of the Trustees and by senior managers in weekly meetings. Minutes of meetings are available on request from The RISE, The Oaks, Chippenham.

Our policies and procedures

Current policies are available on The RISE Trust website – www.therisetrust.org
They are all available on request.

Lists and registers

These can be found in our Retention Schedule.

The services we offer

Advice and guidance on children and parenting is available on The RISE Trust website and through social media.

Information on individual children is only available to parents or guardians of that child.

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 RISE Trust will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

- Children Centre Information on services – The RISE Trust website
- Early Excellence Centre information including Ofsted Reports - website
- Trustees Documents – on request
- Policies and other information related to the Children Centres and Early Excellence Centres – The RISE Trust website.
- Financial Information – charity commission and Companies House

Where it is within the capability of The RISE Trust, information will be provided on our website or on the websites of Companies House and the Charities Commission. 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, The RISE Trust 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 RISE Trust 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 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 RISE Trust.

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 The RISE Trust 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. Appendix A is a letter template for requests.

Who we are and what we do	Hard Copy Website Both	
Information to be published	How to get a copy	Cost
Who's in The RISE Trust	Website	Free
Who's on the Trustee Board	Website	Free
Contact details for the CEO and for the Trustees	Website	Free
Locations	Website	Free
Staffing structure	Website	Free
Session and course times and dates	Website	Free
What we spend and how we spend it	Hard Copy Website Both	

Annual budget plan and financial statements	Hard copy	1.35p per page (b&w) 5.30p per page (colour)
Capitalised funding	Hard copy	1.35p per page (b&w) 5.30p per page (colour)
Additional funding	Hard copy	1.35p per page (b&w) 5.30p per page (colour)

What our priorities are and how we are doing For example: Strategies and plans, performance indicators, audits, inspections and reviews). Current information as a minimum	Hard Copy Website Both	
Key performance indicators	Hard copy	1.35p per page (b&w) 5.30p per page (colour)
The RISE Trust Action Plan	Hard copy	1.35p per page (b&w) 5.30p per page (colour)

How we make decisions For example: Decision making processes and records of decisions. Current and previous three years as a minimum	Hard Copy Website Both	
EEC Admissions policy/decisions	Website	Free
Agendas of meetings of The Trustees	Hard copy	1.35p per page (b&w) 5.30p per page (colour)

Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meetings.	Hard copy	1.35p per page (b&w) 5.30p per page (colour)
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Our policies and procedures For example: Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only	Hard Copy Website Both	
<i>The RISE Trust policies including:</i> <ul style="list-style-type: none"> • Child Protection and Safeguarding policy • Complaints procedure • Staff conduct policy • Discipline and grievance policies • Data protection policy • Records retention destruction and archive policies • Equality and diversity (including equal opportunities) policies • Special educational needs 	Website Hard copy	Free
Lists and Registers For example: Currently maintained lists and registers only	Hard Copy Website Both	
Asset register/Inventory	Hard copy	1.35p per page (b&w) 5.30p per page (colour)
The services we offer For example: Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only	Hard Copy Website Both	
Information to be published	How to get a copy	Cost
Leaflets books and newsletters	Website	Free

<u>SCHEDULE OF COSTS</u> TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
"Disbursement" cost	Photocopying/printing	Actual cost

	@ 1.35p per sheet (black & white)	@ 1.35p per sheet (black & white)
	Photocopying/printing @ 5.30p per sheet (colour)	Actual cost @ 5.30p per sheet (colour)
	Postage	Actual cost of Royal Mail standard 2 nd class *

[Your full address]
[Phone number]
[The date]

The RISE Trust
The Oaks
Chippenham
Wiltshire
SN15 1DU

Dear Sir or Madam

Subject access request

[Your full name and address and any other details to help identify you and the information you want.]

Please supply the information about me I am entitled to under the Data Protection Act 1998 and General Data Protection Regulations 2018 relating to: [give specific details of the information you want, for example

- your personnel file;
- emails between 'A' and 'B' (between 1/6/16 and 1/9/18);
- your medical records (between 2016 & 2018) held by Dr 'C' at 'D' hospital;
- CCTV camera situated at ('E' location) on 23/5/17 between 11am and 5pm;
- copies of statements (between 2016 & 2018) held in account number xxxxx).

If you need any more information from me, or a fee, please let me know as soon as possible.

It may be helpful for you to know that a request for information under the and General Data Protection Regulations 2018 should be responded to within 28 days.

If you do not normally deal with these requests, please pass this letter to your Data Protection Officer. If you need advice on dealing with this request, the Information Commissioner's Office can assist you and can be contacted on 0303 123 1113 or at ico.org.uk

Yours faithfully
[Signature]