

Freedom of Information Policy

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1	Juie Ferguson & Gareth Dixon	October 2025	All	Converted to new template

Freedom of Information Policy

1. Introduction / purpose

The Freedom of Information Act 2000 (FOIA) promotes greater openness and accountability across the public sector by giving the public a right of access to all recorded information held by colleges & other public authorities. Craven College is committed to making as much information as possible about College activities generally available to the public either through published documents (including those published on the College website), or on request.

The model publication scheme and definition document provided by the Information Commissioner's Office (ICO) for Colleges of Further Education has been adopted by Craven College. Appendix 1.

2. Scope

Craven College is committed to adhering to the requirements of the Freedom of Information Act (2000) and this policy sets out the College's arrangements to ensure it meets its legislative responsibilities under FOIA.

The information colleges routinely publish falls into the following classes of information as determined by the ICO as part of the publication scheme (See Appendix 1):

- Who we are and what we do
- What we spend and how we spend it
- What our priorities are and how we are doing
- How we make decisions
- Our policies and procedures
- Lists and registers
- The services we offer

The classes of information will generally not 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

3. Role and Responsibilities

- The Principal will be the overall owner of the policy
- The Deputy Principal is responsible for the management and implementation of the scheme
- All managers are responsible for ensuring their teams adhere to the policy when responding to freedom of information requests
- All freedom of information requests will be responded to by the Customer Services team (foi@craven-college.ac.uk)
- The Data Protection Officer and/or Deputy Principal will support the Customer Services team with queries ensuring that the response is in line with this policy.

4. Process & Communication

The College recognises that it has a statutory obligation under the Freedom of Information Act 2000 to promote open access to information held by the College in carrying out its business activities.

The College will adhere to a publication scheme (See Appendix 1) which will enable the direct download of publications and documents from its website or where necessary, give direct contact details for information requests other than by download.

Information not held in the publication scheme is available on request, and these requests will be responded to in a timely manner.

Where information may be exempt, or other legislation (such as data protection laws) is triggered, consideration will be given to assess if it is appropriate to release the information.

If the College cannot supply the requested information, an explanation will be given. Some information is generally exempt from being released. Exemptions include:

- Information already available elsewhere - If this is the case we will, where we can, direct the requestor to where the information can be found.
- Information provided in confidence - Certain information is supplied to the college in confidence and the FOI Act obliges the college to hold things confidentially and not to disclose them
- Personal information - This is covered by the [Data Protection Act 2018](#) and [UK General Data Protection Regulation \(UK GDPR\)](#) and is only available to the individual concerned
- Investigations and proceedings - If an investigation is on-going, it is unlikely that the college will be able share information until all proceedings are finalised
- Information intended for future publications - If we intend to publish the information the requestor will have to wait until it is published.
- Information that the Principal of the College decides is not in the public interest to disclose

Information provided on request will be free of charge unless the cost of producing this information is more than £450 (multiple copies will be charged per additional copy). See appendix 2 section 4 for further information on costs.

The College's FOI procedure can be found in Appendix 2 with an overview of the process in Appendix 3.

5. Legislation and Regulatory Compliance

- [Freedom of Information Act 2000](#)
- [Data Protection Act 2018](#)
- [UK General Data Protection Regulation \(UK GDPR\)](#)

6. Monitoring and Review

The monitoring of this scheme is the responsibility of the Data Protection Officer and Deputy Principal. Reporting Freedom of Information requests will be made to the Audit Committee on an annual basis.

7. Related Policies and Documents

- Access to Information and Publication Scheme
- Data Protection Policy

8. Equality Impact Assessment

This policy has been assessed for equality to ensure it does not discriminate against any protected characteristics.

Appendix 1 - Model Publication Scheme for FE Colleges

A publication scheme is a document which describes the information a public authority (in this case, the College) publishes or intends to publish. In this context, 'publish' means to make information available, routinely. These descriptions are called 'classes of information'. The scheme is not a list of the actual publications, because this will change as new material is published or existing material revised. It is, however, the College's commitment to make available the information described.

Who we are and what we do		
Organisational information, structures, locations and contacts		
Class	Description	Manner
Legal framework	<p>The College's legal status stems from the Further and Higher Education Act 1992, as amended by the Learning and Skills Act 2000. The 1992 Act established the College as an independent corporation, with exempt charity status. As a result, legally, the College's Corporation Board is responsible for how the College is run but within the framework of the 1992 Act, as set out in the Instruments and Articles of Government.</p> <p>Supporting Documents:</p> <ul style="list-style-type: none"> • Instruments and Articles of Government <p>http://www.legislation.gov.uk/ukpga</p>	Government website
Organisational Structure	<p>Details of Governing Board:</p> <ul style="list-style-type: none"> • Governor Code of Conduct • Standing Orders • Financial Plans 	All available on the College website

Who we are and what we do

Organisational information, structures, locations and contacts

	<ul style="list-style-type: none"> • Corporation and Committee • Structure • Committees (including membership) • Terms of Reference <p>Details of College's Senior Leadership Team</p> <ul style="list-style-type: none"> • Senior Leadership Team structure/ role profiles • College policies and procedures 	
Location and contact details	Details of College address, contact telephone numbers, email addresses, and directions	Website
Partnerships	<p>Craven College works in partnership with</p> <ul style="list-style-type: none"> • Funding agencies • Ofsted • Awarding Bodies • Employers • Local Authorities • FE Colleges • University of Hull 	Available on request
Gender Pay Gap Reporting	Annual report published in accordance with Government guidance	Website
Marketing, recruitment and public relations	<p>Publications relating to student recruitment and publicising our facilities and activities:</p> <ul style="list-style-type: none"> • Prospectus (including entry requirements for courses) • Open days • Press releases • Course Brochures • Newsletters • Social Media 	Website/Paper Website/Social Media Website Website /Paper Website / Paper Social Media

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit

Class	Description	Manner
Funding/Income	<p>Information on the sources of funding and income, such as funding grants, tuition fees, endowment and investment income:</p> <ul style="list-style-type: none"> • Annual Report / Financial Statement • Fee Policy • Subcontractor fees and charges policy 	Available on the website
Budgetary and account information	<p>Annual statement of accounts and other information to allow the public to see where money is being spent:</p> <ul style="list-style-type: none"> • Annual Report / Financial Statement 	Website
Financial audit reports	Audit opinion as contained within the	Available on the

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit

	<p>annual report and financial statements:</p> <ul style="list-style-type: none"> • Annual Report / Financial Statement • External Audit Report (part of financial statements) 	website
Capital programme	<p>Information of major plans for capital expenditure.</p> <p>Information related to capital expenditure upon completion of the project when accounts have been audited.</p>	Available on request
Financial regulations and procedures	<p>Financial regulations and procedures including procurement.</p> <ul style="list-style-type: none"> • Financial Regulations 	Available on the website
Register of Suppliers	List of suppliers used within the College	Available on request
Procurement and Tendering	<ul style="list-style-type: none"> • Details of procedures used for the acquisition of goods and services • Supplier terms and conditions of goods and services 	Available on request
Staff pay and grading structures	<ul style="list-style-type: none"> • Remuneration of senior staff as published in financial statements • Information on the grading structures used within College and the associated salaries • Pension Scheme information as contained in the financial statements 	<p>Website</p> <p>Available on request</p> <p>Website</p>

What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews

Class	Description	Manner
Corporate and business plans	Strategic plan	Website
Vision and values	College vision and values	Website
Academic quality and standards	<p>Information relating to the College's performance and its standards. The Self-Assessment Report includes:</p> <ul style="list-style-type: none"> • Achievement results • Retention results • Attendance levels • Quality Improvement Plan <p>Information about the College's internal quality audit programme and annual Review:</p> <ul style="list-style-type: none"> • Internal Quality Assurance of Assessment Policy - Accredited provision 	<p>Available on request</p> <p>Available on request</p>
Government and regulatory reports	Information that the College is legally obliged to make available to its funding and/or monitoring bodies. Such material may provide information as to how well the institution is performing:	

What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews

	<ul style="list-style-type: none"> Ofsted Inspection report <p>Government reports on FE such as:</p> <ul style="list-style-type: none"> Qualification Achievement Rates Department for Education DfE performance tables 	Ofsted website Associated websites
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How we make decisions

Decision making processes and records of decisions

Class	Description	Manner
Minutes from the governing board/committee meetings	<p>Supporting documents include minutes from Governing Board meetings:</p> <ul style="list-style-type: none"> Full Governing Board Finance, Resources & Investment Committee Audit Committee Quality and Curriculum Committee (previously called Learning, Teaching & Assessment Committee) Search and Governance Committee Staffing & Renumeration Committee 	Website Website Website Website Available on request Available on request

Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities

Class	Description	Manner
Policies and procedures relating to academic services	<ul style="list-style-type: none"> IT Acceptable Use policy Work Experience policy Freedom of Speech policy Observation of Teaching, Learning and Assessment policy Appeals policy HE FE Student Academic Misconduct Policy HE Student Academic Misconduct Policy Learning, Teaching and Assessment Policy HE Quality of Education Policy 	Website Available on request Website Available on request Available on request Website Website Available on request Available on request
Policies and procedures relating to student services	<ul style="list-style-type: none"> Higher Education Admissions Policy FE Student Admissions Policy Fees and Refund Policy HE Student Support Strategy External Speaker/Guest policy Student positive behaviour policy Safeguarding Children and Vulnerable Adult policy Drug, Substance and Alcohol Abuse Policy Student Code of Conduct Student Trips and Visits policy 	Website Website Website Available on request Available on request Available on request Website Available on request Available on request Available on request

	<ul style="list-style-type: none"> Search and Confiscation Policy Exam Access Arrangements Policy Financial Support for FE Students Sexual Harassment, misconduct and sexual violence policy Student Support, Mental health and Wellbeing Fitness to Study Policy 	Website Available on request Website Website Available on request Website
Policies and procedures relating to human resources	<ul style="list-style-type: none"> Whistle blowing policy Staff code of conduct IT Acceptable Use policy Conflict of Interest Policy Performance Management Policy Disciplinary Policy Grievance Policy Absence Management Policy Flexible Working Policy Parental Leave Policy Staff engagement Policy Staff Malpractice and Maladministration Policy Pay and Reward Policy Disclosure and Barring Service (DBS) and Verification Checks of Staff Recruitment of Ex-Offenders College Policy & Procedures for Recruitment, Selection & Induction of Staff 	Website Available on request Website Website Available on request Available on request
Equality and Diversity	<ul style="list-style-type: none"> Annual EDI report (including single equality scheme and action plan) Gender pay report 	Website Website
Health and safety / Estate management	<ul style="list-style-type: none"> Health & Safety Policy Environmental and Sustainable Development Strategy Visitor Policy First Aid Policy Lone Working Policy 	Website Available on request Available on request Available on request Available on request Available on request
Finance and Risk Management	<ul style="list-style-type: none"> Risk Management Policy Financial Regulations Anti-Fraud and Anti-Bribery Policy 	Available on request Website Website
Complaints policies and procedures	<ul style="list-style-type: none"> Complaints and Compliment Policy Complaints Against the Board of Governors 	Website Website
Records management and personal data policies and procedures	<ul style="list-style-type: none"> Freedom of information policy Data protection policy 	Website Website

Lists and registers

Information contained only in currently maintained lists and registers

Class	Description	Manner
Information we are legally required to hold in registers	<ul style="list-style-type: none"> Asset Register Freedom of Information request log Data breach register 	Available on request

	• Information asset register (IAR)	
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The services we offer

Information about the services we offer, including leaflets, guidance and newsletters

Class	Description	Manner
Prospectus and course offer	Prospectus and course offer	Website
Student enrolment and admission	Information relating to admission/enrolment of new students, including policies and procedures covering the assessment of external qualifications, the creation of students' records, the coordination of student funding arrangements: <ul style="list-style-type: none"> • Fees and Refund Policy • FE Admissions Policy • Financial Support for Further Education Students 	Website Website Available on request
Welfare and counselling services	Information detailing Additional Learning Support offered: <ul style="list-style-type: none"> • Safeguarding Children and Vulnerable Adults Policy • Student Handbook 	Website Available on request
Other student facilities	Student specific information on <ul style="list-style-type: none"> • Extra-curricular activities • College catering 	MyCraven student page on website

Appendix 2 Freedom of Information Procedure

1. Introduction

The Freedom of Information procedure provides guidelines on how to submit a request and how this will be dealt with

2. How to obtain information

Most information can be accessed via the College website www.craven-college.ac.uk

Valid requests may be made

- In writing to:

The Principal
 Craven College
 Aireville Campus
 Gargrave Road
 Skipton
 BD23 1US
- By e-mail to foi@craven-college.ac.uk

In all cases, please provide the name of the requestor, a correspondence address and a full description of the information requested.

The College will acknowledge receipt within 5 working days and respond within 20 working days to specific requests from any individual.

3. Rights and Responsibilities

The Freedom of Information Act grants two rights to requestors:

- to be informed whether the College holds information of the type requested, and
- if it does, to have that information provided (subject to exemptions).

The College reserves the right to:

- Refuse to provide the information or charge a fee where the total administrative cost to issue a response is greater than £450 in accordance with section 12 of the FOI Act
- Refuse vexatious or repetitive requests
- Direct the public to published information
- Withhold personal information relating to third parties
- Withhold information if it is exempt

4. Costs

Much of our information is available free of charge including copies of publications/information listed in the publication scheme. Printed information on courses and services offered by the College is also available free of charge.

However, the College retains the right granted under the FOI Act 2000 to charge fees where necessary and these will be in accordance with the Act and any other relevant legislation. The following criteria will be considered when determining costs:

- Identifying whether the College actually holds the information
- Locating the information or documents containing the information
- Retrieving such information or a document which may contain the information
- Extracting the information from the document containing it (including editing or redirecting information).

The costs attributable to the time that person(s) are expected to spend on these activities on behalf of the College is set at £25 per person per hour.

If a charge for information is applicable, the person requesting the information will be notified and payment required prior to the information being provided.

5. Continuous Improvement

It is important that this publication scheme meets the requestor's needs. If a user finds the scheme difficult to understand, they should contact the College. The College would also welcome suggestions as to how our scheme might be improved. Any questions, comments or complaints about this scheme should be sent to the postal or email address above, in Section 2

The College will do everything in its power to meet an enquirer's information needs. However, if the College is unable to resolve a complaint, enquirers have the right to complain to the Information Commissioner, the independent body which oversees the Freedom of Information Act.

Information Commissioner
Wycliffe House Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 0303 123 1113

Website: www.ico.org.uk

Appendix 3 Freedom of Information (FOI) request process

