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GOOD SHEPHERD CENTRE GUIDE TO 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

The Good Shepherd Centre provides the function of secure accommodation and education which have been included in the extension of FOISA; as such these functions are now covered by all aspects of FOISA legislation including publishing information. The Good Shepherd Centre 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 The Good Shepherd Centre 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

The Good Shepherd Centre 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 The Good Shepherd Centre 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:

Standard A4 copies (Black and white) will be charged at 0.225p per single sheet

Standard A4 copies (Colour) will be charged at 1.35p per single sheet

Information provided on secure pen drives will be charged at £20.00 plus VAT (a higher charge may apply for larger pen drives).

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.

Contact Us

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

Freedom of Information Officer

Good Shepherd Centre

Greenock Road

Bishopton

PA7 5PW

01505 864500

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 The Good Shepherd Centre

Class description:

Information about The Good Shepherd Centre 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 and how to access it:

Index:

- 1.1. [Our Location](#)
- 1.2. [Management Structure](#)
- 1.3. [Governance](#)
- 1.4. [Board and Trustees](#)
- 1.5. [Mission statement](#)
- 1.6. [Strategy](#)
- 1.7. [Complaints](#)
- 1.8. [Opening Hours](#)
- 1.9. [Children's Rights](#)
- 1.10. [How to make an information request](#)
- 1.11. [Our charges for information which has not been published](#)
- 1.12. [Legal Framework](#)
- 1.13. [How the school is held accountable, including reporting requirements of regulators](#)
- 1.14. [Strategic agreements with other bodies](#)

1.1 Location:

The Good Shepherd Centre is situated on the A8 half-a-mile from Junction 31 of the M8, providing access to the national motorway network. Areas to the north of the central belt have easy access via the Erskine Bridge, which is 5 miles from the Centre and is linked to the M8. Glasgow City is a distance of 15 miles, Paisley 8 miles and Greenock 6 miles.

The Good Shepherd Centre overlooks the Clyde estuary with excellent views of the tail of the bank and the Kilpatrick Hills. Open fields and woodland in the rolling Renfrewshire countryside surrounds the campus providing a healthy environment for both young people and adults.

Bishopton itself is a rural town situated a mile from the Good Shepherd Centre. British Rail runs a twenty-minute service Glasgow/Greenock that stops at Bishopton Station.

Good Shepherd Centre
Greenock Road
Bishopton
PA7 5PW
01505 864500

E Mail: foi@goodshepherdcentre.org.uk

Web Site www.gsc.scot

1.2 Management Structure:

Head Of Service
Maria Harte

1.3 Governance:

The Good Shepherd Centre is governed by a Board of Directors. The Board of Directors of the Good Shepherd Centre operates the facility and has full responsibility for the financial and professional management of the Centre.

1.4 Our Board

Roisin McGoldrick
Stephen Parsons
Frances Gilpin
Marjorie Munro
Rt. Rev Mgr. Peter Canon Smith

Company Secretary
McSparran McCormick

1.5 Mission:

Our purpose is to provide a positive, life-changing experience to young people through individual care, education and skills development.

<http://www.gsc.scot>

Strategy:

1.6 The Good Shepherd Centre contributes to national outcomes and complies with the national framework contract for secure care services. The Good Shepherd Centre provides a full curriculum of care, including a range of educational, health and behavioural programmes for young people. In addition, the units carry out tailored programmes of work to prepare young people for their transition back into the community.

Education:

Our school provides education for children and young people with complex needs (including social, emotional and behavioural challenges).

1.7 Complaints:

Within the Good Shepherd Centre all complaints are treated seriously. The complaints procedure is discreet, confidential and can be easily accessed by young people and their families.

Information regarding the complaints procedure will be given and explained to the young person at the point of admission and reinforced throughout their stay. Families will also be given this information at the earliest possible time.

Young people and their families will be offered appropriate support should they need or request it.

If you are unhappy with our service and would like to talk to us about this, we can be

contacted at:
Head of Service
Good Shepherd Centre
Greenock Road
Bishopton
PA7 5PW
01505 864500

If, after talking to us you are still unhappy, you can also make a complaint to the Care Inspectorate or HM Inspectorate of Education at:

Care Inspectorate

Care Inspectorate
Compass House
11 Riverside Drive
Dundee
DD1 4NY
Telephone number: 0345 600 9527

Education Scotland

Education Scotland
Almondvale Business Park
Almondvale Way
Livingstone
EH54 6GA
Telephone number: 0131 244 4330

1.8 Opening hours:

The Good Shepherd Centre operates 24 hours a day and 365 days per year

School Opening hours are: Mon –Thu 09:00- 15:50 and Fri 09:00-1.20pm

Throughout the academic year the education department have set dates for school holiday.

1.9 Children’s Rights:

Our aim is for all children and young people at the Good Shepherd Centre to know their rights and to have these rights protected.

In order to achieve this we need all adults who are working with our children and young people to assist in making them aware of their rights, as well as working together to protect their rights.

For further details on children and young people’s rights, please see the Children and Young People’s Commissioner’s website at:

<http://www.cypcs.org.uk/rights>

1.10 How to make an information request:

Under the Freedom of Information (Scotland) Act 2002, you are entitled to access information held by us.

If you are unable to locate the information you require on our website, you have a right to request this information from us.

There are several ways in which to request information:

Online:

Most of the information in our Publication Scheme is available to access via our website. This Guide to Information contains hyperlinks, which should direct you to the relevant page or document. If you are still unable to access the information you require, the please contact the Freedom of Information Officer on

Good Shepherd Centre
Greenock Road
Bishopton
PA7 5PW
01505 864500

Email:

If the information you require is in our Publication Scheme but not available on our website, then we can email the information to you. Our 'Request for Information' form is available to download. This can be completed and returned to us at

foi@goodshepherdcentre.org.uk

[Request for Information form](#)

Post:

If you would prefer that the requested information is sent to you in a paper copy, please address your request to:

Freedom of Information Officer
Good Shepherd Centre
Greenock Road
Bishopton PA7 5PW

By phone:

You can also request information over the telephone. Please contact our Freedom of Information Officer on 01505 864500 in order to request information which is available under the scheme.

Please ensure that you include name and address details, as well as exact details of the information required. If there is a fee applicable, then this should be included (please see section on charges).

In some cases it may be possible to attend an appointment at our offices in order to view

information.

You are also entitled to have access to environmental information, under the Environmental Information (Scotland) Regulations 2004 (EIRs). If you are unable to locate the information you require on our website, then you can request this information from us. The 'Request for Information' form should be completed, where you should inform us that you would like to request the information under EIRs. The form can be returned to us as per the above instructions.

Under the Data Protection Act 1998, you have the right to access personal information which we may hold on you, or to rectify any information which may be inaccurate. This type of request is known as a 'Subject Access Request'. This can be done by contacting:

Freedom of Information Officer
Good Shepherd Centre
Greenock Road
Bishopton PA7 5PW

Alternatively, we have a form available to download. [Subject Access Request form](#)

As well as the request form, the requester will be required to provide proof of who they are by means of 2 forms of personal ID – one photograph ID, and one with their current address.

We are able to charge a fee of £10 in order to process a subject access request; however we will advise you if this is required.

Your request will be dealt with within 40 calendar days.

Personal data will only be retained for the length of time the data is required for the specific purpose for which it was acquired. To retain personal data for longer than it is required is a breach of the 5th data protection principle.

Complaints

Help us to help you

Please tell us if you are unhappy with the way in which your request for information was handled.

- Did we fail to respond to your request within 20 working days?
- Did you not receive all the information you requested?
- Do you disagree with the way in which we applied an exemption to some of the information you requested?

Complaints Procedure - Freedom of Information (Scotland) Act 2002

We take our obligations under the Freedom of Information (Scotland) Act 2002 and the Environmental Information (Scotland) Regulations 2004 very seriously.

If, for any reason, you are dissatisfied with the way in which your request for information has been handled, you may invoke the following complaints procedure.

Complaints Procedure

1. Address your written complaint to the:
Freedom of Information Officer
Good Shepherd Centre
Greenock Road
Bishopton
PA7 5PW
2. The complaint will be investigated and responded within 20 working days.

If, after exhausting the Good Shepherd Centre's complaints procedure, you are still dissatisfied with the outcome, you may refer the matter to the Scottish Information Commissioner at:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews
KY16 9DS

1.11 Our charges for information which has not been published:

Where information is available to download online via our website, or where it can be sent electronically by email, there will be no fee charged. However, where the information you are requesting is by paper copy or on a computer disc, we may impose a charge. This charge will be no more than the cost we incur for the reproduction and postage.

If a charge is applicable to your information request, then you will be advised of the charge and how this has been calculated.

Please be aware that the requested information will not be provided until the payment has been received.

Reproduction costs:

Standard A4 copies (Black and white) will be charged at 0.225p per single sheet

Standard A4 copies (Colour) will be charged at 1.35p per single sheet

Secure pen drives will be charged at £20.00 plus VAT (a higher charge may apply for larger pen drives).

The cost incurred by us to send the information to the requester by post, will be passed on

to the requester.

Charges for information which is not available under the Publication Scheme:

If you submit a request for information which is not available under the scheme, the charges will be calculated as follows:

FOISA requests – If the request involves a lot of work, we may charge in accordance with the Fees Regulations under Section 9 of the Freedom of Information (Scotland) Act 2002. The regulations state:

- The first £100 of costs are provided free of charge.
- For projected costs greater than £100, we may issue a fees notice, in which we will charge up to 10% of the portion between £100 up to £600 (i.e. to a maximum of £50).
- Where projected costs include the cost of staff time in locating and retrieving the information, the cost of staff time must not exceed £15 per hour for each member of staff involved in the task. This is a maximum rather than a standard rate to be applied in every case, particularly where staff costs prove to be lower.
- The prescribed maximum amount is £600. We may charge the full amount for a request which exceeds £600, but can refuse a request if the cost of answering it breaches this limit.

Environmental information requests – we will calculate charges as with FOISA requests, where staff time will be capped at £15 per hour, costs of putting the information into a particular format will be included, as well as reproduction and postage costs. The first £100 of costs will be free of charge. Where the costs are greater than £600, we may charge the full amount, or refuse if the costs involved exceed this limit. Where a fee is being charged, the requester will be advised of the charge. Information will not be disclosed until payment has been received by us. Please be aware that our response timescale will be suspended until payment has been made. Where environmental information is viewed at our premises, there will be no charge.

1.12 Legal framework:

Children’s Hearing (Scotland) Act 2011. Please see the UK Legislation website at:
<http://www.legislation.gov.uk/asp/2011/1/contents>

Children (Scotland) Act 1995. <http://www.legislation.gov.uk/ukpga/1995/36>

Children Act 1989 Please see the UK Legislation website at:
<http://www.legislation.gov.uk/ukpga/1989/41/contents>

Children and Young People (Scotland) Act 2014. Please see the UK Legislation website at:
<http://www.legislation.gov.uk/asp/2014/8/contents/enacted>

Child Protection Register

The Education Act 1996 can be found on the UK's Legislation website at:

<http://www.legislation.gov.uk/ukpga/1996/56/part/I/chapter/III/crossheading/general-functions>

The Education (Student Support) Regulations 2011 can be found on the UK Legislation website at:

http://www.legislation.gov.uk/uksi/2011/1986/pdfs/uksi_20111986_en.pdf

The Equality Act 2010 can be found at the UK Legislation website at:

<http://www.legislation.gov.uk/ukpga/2010/15/contents>

Getting it right for every child (GIRFEC). Please see the Scottish Government website for Regulations at:

<http://www.gov.scot/Topics/People/Young-People/gettingitright>

The Human Rights Act 1998. Please see the UK Legislation website at:

<http://www.legislation.gov.uk/ukpga/1998/42/contents>.

Looked After Children (Scotland) Regulations 2009 (Part 2). Please see the Scottish Government website for Regulations at:

<http://www.legislation.gov.uk/ssi/2009/210/part/II/made>

The Mental Health Act 1983 can be found on the UK Legislation website at:

<http://www.legislation.gov.uk/ukpga/1983/20/contents>

Protection of Vulnerable Groups (Scotland) Act 2007. Please see the UK Legislation website at:

<http://www.legislation.gov.uk/asp/2007/14/contents>

Regulation of Care (Scotland) Act 2001. Please see the UK Legislation website at:

<http://www.legislation.gov.uk/asp/2001/8/contents>

Scottish Government (2014) National guidance for child protection. Please see the Scottish Government website for Regulations at:

<http://www.gov.scot/Publications/2014/05/3052>

Support and Assistance of Young People Leaving Care (Scotland) Regulations 2003. Please see the Scottish Government website for Regulations at:

<http://www.gov.scot/Publications/2004/03/19113/34719>

1.13 How the school is held accountable, including reporting requirements of regulators:

To view Good Shepherd Centre's Service Standards and Quality report double click below



To view our Care Inspectorate reports see link below to Care Inspectorate website

<http://www.careinspectorate.com/>

To view our Education Scotland/ Care Inspectorate joint Inspection reports see link below to Education Scotland website

<http://www.educationscotland.gov.uk/>

1.14 Strategic agreements with other bodies e.g. placement agreements?

The Good Shepherd Centre is involved in key partnerships with the following:

Strategic Agreements with other secure accommodation providers

Scotland Excel

<http://www.scotland-excel.org.uk/>

Police Scotland

Civil Contingencies Renfrewshire Council

Information on these services is not published as this would impact on the security of our service.

Class 2

Information about the Good Shepherd, our strategy and policies for delivering functions and services and information for our service users.

The information we publish under this class, and how to access it:

Index:

[2.1. Operational structure, plans and reports](#)

[2.2. List of Services](#)

[2.3 School Improvement Plan](#)

[2.4. Internal staff procedures](#)

[2.5. Policies](#)

[2.6. How to access our services](#)

[2.7. Fees and charging for services](#)

[2.8. Our social enterprises](#)

2.1 Operational structure, plans and reports:

The Board of Directors meet regularly throughout the year to administer the centre. A Head of Service is appointed by the Directors to manage the day to day operations of the Secure Unit. the Head of Service has delegated authority, as approved by the Directors, for all operational matters and project related activity within the centre

Please see www.gsc.scot for a more detailed structure of our services.

2.2 List of services:

The Good Shepherd Centre opened on the 28th August 2006 and comprises an 18 bed secure unit; a six bed Close Support Unit and a three bed semi-independent Cottage.

Whether admission is through the Children Hearing system or Criminal Justice System, research indicates that all young people accessing our service are likely to have a history of adverse life experiences. As the cumulative effect of these experiences appears to have a detrimental effect on their wellbeing, we have prioritised the creation of research informed continuum of therapeutic holistic care for all girls and boys placed in the Good Shepherd Centre.

Our approach, underpinned by a trauma and attachment based perspective, places great importance on the creation of a 'therapeutic alliance' as the primary method of promoting the young person's wellbeing and assisting them to engage in the wide range of interventions offered within the Centre. Our approach also fully appreciates the importance of working with the young person in the context of their families, social networks and local communities to ensure that progress achieved within the Good Shepherd centre is maintained as they transition to future placements.

For children and young people in Scotland, getting it Right for Every Child (GIRFEC) is the national practice model that aims to provide our children and young people with a better future. Under GIRFEC eight 'wellbeing indicators' have been identified as areas in which children and young people need to progress in order to do well. The eight wellbeing indicators are collectively known as

SHANARRI: Safe, Healthy, Active, Nurtured, Achieving, Respected, Responsible and Included. Research indicates that Hope is also of great importance to the development of a young person's wellbeing and we have added this to our Outcomes Framework SHANARRI (H).

The set of indicators are used to provide evidence of the progress that each young person makes during their placement in our Centre. These indicators are measured through the use of questionnaires for young people, families, social workers and staff at 10 weekly intervals. The scores obtained from this process are used to produce an average score for each wellbeing indicator within the Outcomes Framework.

Please see www.gsc.scot for a list of our services.

2.3 School Improvement Plans:

To be completed.

2.4 Internal Staff Procedures:

All staff procedures to comply with current legislation and best practice in their relevant disciplines. As operationally sensitive material is included in these procedures, they will not be available as part of the publication scheme.

If information relating to staff procedures is required, please submit a freedom of information request.

2.5 Policies:

Child Protection Policy see link below

<http://www.gsc.scot/assets/library/Child%20Protection%20Policy.pdf>

Child Sexual Exploitation Policy see link below

<http://www.gsc.scot/assets/library/Child%20Sexual%20Exploitation%20policy.pdf>

other policies will be published once

2.6 How to access our services:

To access the Good Shepherd Centre referral form see link below

<http://www.gsc.scot/assets/library/GSC%20Referral%20Form.doc>

2.7. Fees and charging for services

Placements under Scotland Excel framework. Fees as standard.

Placements can be accepted out with the framework.

2.8 Our Social Enterprises:

The Good Shepherd Centre has no Social Enterprise

CLASS 3: HOW GOOD SHEPHERD CENTRE 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, and how to access it:

Index:

3.1. Minutes of Board Meetings

3.2. Regulatory Inspections, audits and investigations carried out by the school

3.3. Reports and reviews

3.1 Minutes of Board Meetings

Board meeting minutes will be available from September 2016. Due to operational issues these minutes will be in a reduced format.

For further information relating to board minutes, please submit a freedom of information request.

3.2 Regulatory Inspections, audits and investigations carried out by the school;

Due to operational and sensitive issues these will not be published under the publication scheme. If any further information is required, please submit a freedom of information request.

3.3 Reports and Reviews:

To view our Care Inspectorate reports see link below to Care Inspectorate website
<http://www.careinspectorate.com/>

To view our Education Scotland/ Care Inspectorate joint Inspection reports see link below to Education Scotland website
<http://www.educationscotland.gov.uk/>

CLASS 4: WHAT GOOD SHEPHERD CENTRE 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, and how to access it:

- 4.1. [How the Good Shepherd centre is funded](#)
- 4.2. [Annual accounts](#)
- 4.3. [Financial policies and procedures](#)
- 4.4. [Expenses policies and procedures](#)
- 4.5. [Senior staff/ board member expenses by category](#)
- 4.6. [Financial audit reports](#)
- 4.7. [Investments \(donations and grants\)](#)

4.1 How the Good Shepherd is funded?

Placements under Scotland Excel framework. Fees as standard.
Placements can be accepted out with the framework.

4.2 Annual accounts:

Annual accounts information is available through Oscr. Please see their website at:

<http://www.oscr.org.uk/>.

4.3 Financial policies and procedures:
To be completed

4.4 Expenses policies and procedures:
To be completed

4.5 Senior staff / board member expenses by category:

Annual accounts information is available through Oscr. Please see their website at:

<http://www.oscr.org.uk/>.

4.6 Financial Audit Reports

Annual accounts information is available through Oscr. Please see their website at:

<http://www.oscr.org.uk/>.

4.7 Investments:

To be completed

Class 5

HOW THE GOOD SHEPHERD CENTRE MANAGE THE HUMAN, PHYSICAL AND INFORMATION RESOURCES

The information we publish under this class, and how to access it:

Index:

- [5.1. Management of Human Resources](#)
- [5.2. Human Resources strategy](#)
- [5.3. Human Resources policies and procedures](#)
- [5.4. Management of Good Shepherd Centre's land and property assets](#)
- [5.5. Description of Good Shepherd Centre's land and property](#)
- [5.6. Estate development plans](#)
- [5.7. Property and land maintenance agreements](#)
- [5.8. Employee relations structures and agreements reached with recognised trade unions and professional organisations](#)
- [5.9. Freedom of Information policies and procedures](#)
- [5.10. Data Protection policy](#)

5.1 Management of Human Resources:

To be completed

5.2 Human Resources Strategy:

To be completed

5.3 Human Resources policies and procedures:

To be completed

5.4 Management of land and property assets:

The operational manager oversees the management of the land and assets, supported by the Centre's maintenance team with accountability to the Senior Management team.

If information relating to specific land and property is required, please submit a freedom of information request.

5.5 Description of land and property:

The Good Shepherd Centre is located in Bishopton overlooking the Clyde estuary with excellent views of the tail of the bank and the Kilpatrick Hills. Open fields and woodland in the rolling Renfrewshire countryside surrounds the campus providing a healthy environment for both young people and adults.

5.6 Estate development plans:

As operationally sensitive material is covered in this section, it will not be available as part of the publication scheme. If information relating to specific land and property procedures or protocols is required, please submit a freedom of information request.

5.7 Property and land maintenance arrangements:

The Good Shepherd Centre in house maintenance team oversee the maintenance of the centre and grounds.

If information relating to specific land and property maintenance is required, please submit a freedom of information request.

5.8 Employee relations structures and agreements reached with recognised trade unions and professional organisations:

SSSC

GTC

Nursing and Midwifery Council

5.9 Freedom of Information Policies and Procedures:

Under Freedom of Information (Scotland) Act 2002, you have a right to access all recorded information held by us. The Act aims to increase accountability, openness and transparency.

We currently publish a lot of information (via website etc.) regarding our services, as well as a Freedom of Information Publication Scheme, and therefore the information that you require may already be available. Please check if this information is available before submitting a request.

Under FOISA we are required to provide the requested information, provided that there are no exemptions and that we hold the information that is being requested.

There can be exceptions such as information that would breach the confidence of another person/party. More detailed information on exemptions can be found on the Scottish Information Commissioner's website <http://www.itspublicknowledge.info/YourRights/WhatMightINotSee.aspx>

Information requests can be made online, using the form provided or in writing to:

Freedom of Information Officer
Good Shepherd Centre
Greenock Road
Bishopton PA7 5PW

We are required to respond to your request within 20 days, however please be aware that some clarification may be required.

A fee may be applicable to your information request. Please see the following for information on charges

<http://gsc.scot/additional-information/freedom-of-information>

5.10 Data Protection Policy:

As an organisation we hold personal information on staff, young people and others, in order to carry out our services and responsibilities. It is important that how this information is acquired, processed, held and destroyed, complies with the Data Protection Act 1998.

By law, individuals are entitled to request access to information that we hold on them, as well as apply for rectification of inaccurate details. This can be done by contacting:

Freedom of Information Officer
Greenock Road
Bishopton PA7 5PW

Alternatively, we have a form available to download <http://gsc.scot/additional-information/freedom-of-information> which can be completed and returned to us by email at foi@goodshepherdcentre.org.uk. We are able to charge a fee of £10 in order to process a subject access request; however we will inform you if this is required. You will be required to provide 2 forms of personal identification (one with proof of address, and one form of photographic ID).

Please note that your request will be dealt with within 40 working days.

See link to access Data Protection Policy

<http://gsc.scot/additional-information/freedom-of-information>

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, and how to access it:

Index:

6.1. Procurement policies and procedures

6.2. Invitations to tender

6.3. List of contracts which have gone through formal tendering, including name of supplier, period of contract, and value

6.1 Procurement policies and procedures:

To be completed

6.2 Invitations to tender:

To be completed

6.3 List of contracts which have gone through formal tendering, including name of supplier, period of contract, and value:

The Good Shepherd Centre will publish a list of all future contracts upon renewal or commencement of the contract.

CLASS 7: HOW THE GOOD SHEPHERD CENTRE IS PERFORMING

Class description:

Information about The Good Shepherd Centre Bishopton Secure Unit performs as an organisation, and how well it delivers its functions and services

The information we publish under this class, and how to access it:

- 7.1. [Performance indicators](#)
- 7.2. [Care Inspectorate reports](#)
- 7.3. [Awards](#)

7.1 Performance Indicators

Due to operational and sensitive information the Good Shepherd Centre will not publish this information. If information relating to specific performance indicators is required, please submit a freedom of information request.

7.2 Care Inspectorate Reports

To view our Care Inspectorate reports see link below to Care Inspectorate website
<http://www.careinspectorate.com/>

To view our Education Scotland/ Care Inspectorate joint Inspection reports see link below to Education Scotland website
<http://www.educationscotland.gov.uk/>

7.3 Awards:

See link below on our Scotland Excel Suppliers Excellence awards



Good Shepherd
Certificate.pdf

Investor in People award 14th August 2014
Investor in Young People Award 4th December 2014
Investor in people Health & Wellbeing Award 9th March 2016.

See link below to Investor in People
<https://www.investorsinpeople.com/>

See link below for details on the Duke of Edinburgh Award
<http://dofe.info/search/index.html?q=the+good+shepherd+centre&sa=Search>

see link below for details on our Health Living Award
<http://www.healthylivingaward.co.uk/customers/healthy-eating-near-you/glasgow>

CLASS 8: THE GOOD SHEPHERD 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, and how to access it:

The Good Shepherd Centre Bishopton has no commercial publications

CLASS 8: 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 Good Shepherd Centre currently does not have any open data.