

Our Ref AK/VMacL
 Your Ref:
 Contact: Angela Kerr
 Tel:0141 570 7560
 E-mail:schoolmail@cartmill.e-renfrew.sch.uk
 Date:6th May 2022



Cart Mill Family Centre
 Newford Grove
 Clarkston
 G76 8QZ

Duty of Candour Report

All health and social care services in Scotland have a duty of candour. This is a legal requirement that means when things go wrong and mistakes happen, the people affected understand what has happened, receive an apology, and that organisations learn how to improve for the future. An important part of this duty is that we provide an annual report about the duty of candour in our services. This short report describes how Cart Mill Family Centre has operated the duty of candour during the time between 1 April 2021 and 31 March 2022. We hope you find this report useful.

About Cart Mill Family Centre

Cart Mill Family Centre is a children's day care service in Clarkston, Glasgow for up to 110 children aged 2-5 at any one time. We provide day care to children from 8a.m until 6p.m. We are a local authority Centre. We aim to ensure that we care for children in a way that supports them to grow and develop.

How many incidents happened to which the duty of candour applies?	Number of times this happened
Someone has died	0
Someone has permanently less bodily, sensory, motor, physiologic or intellectual functions	0
Someone's treatment has increased because of harm	0
The structure of someone's body changes because of harm	0
Someone's sensory, motor or intellectual functions is impaired for 28 days or more	0
Someone experienced pain or psychological harm for 28 days or more	0
A person needed health treatment in order to prevent them dying	0
A person needing health treatment in order to prevent other injuries	0

Please consider the environment - do you need to print this email?

Information Security Classification

Protective Marking – 'Mark to Protect'

OFFICIAL - No special handling controls and no requirement to mark (routine business information)

OFFICIAL-SENSITIVE - Protective measures/controls required (business sensitive, personal or special category information)

To what extent did Cart Mill Family Centre follow the duty of candour procedure?

When we realised the events listed above had happened, we followed the correct procedure. This means we informed the parents affected, apologised to them, and offered to meet with them. We reviewed what happened and what went wrong to try to learn for the future.

Information about our policies and procedures

Where something has happened that triggers the duty of candour, our staff report this to the Head Teacher who has responsibility for ensuring that the duty of candour procedure is followed. The manager records the incident and reports as necessary to the Care Inspectorate. When an incident has happened, the manager and staff set up a learning review. This allows everyone involved to review what happened and identify changes for the future.

All new staff learn about the duty of candour at their induction. We know that serious mistakes can be distressing for staff as well as people who use care and their families. We have occupational welfare support in place for our staff if they have been affected by a duty of candour incident.

Where parents or children are affected by the duty of candour, we have arrangements in place to provide welfare support as necessary.

What has changed as a result?

We made a change to our policies and procedures because of the duty of candour. We have reviewed the way in which we provide meals and snacks to children to ensure that allergies are known to all staff and that staff are confident about how they can avoid harm arising from them.

Other information

The duty of candour process has helped us to remember that people who use care have the right to know when things go badly, as well as when they go well. As required, we have submitted this report to the Care Inspectorate but in the spirit of openness, we have placed it on our website and shared it with our parents too. If you would like more information about our nursery, please contact us using these details:

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