**Beanstalk Family Nurture Centre Duty of Candour Report 2021-22**

All health and social care services in Scotland have a duty of candour. This is a legal requirement which means that when things go wrong and mistakes happen, the people affected understand what has happened, receive an apology, and that organisations learn how to improve in the future.

An important part of this duty is that we provide an annual report about the duty of candour. This short report describes how our care service has operated the duty of candour during the time between 1st April 2021 and 31st March 2021.

1. **About Beanstalk Family Nurture Centre**

Beanstalk Family Nurture Centre is a standalone Early Learning & Childcare provision run by Fife Council and is currently situated on over two campus in Dunfermline. One is situated on Fergus Place where we currently have 64 (9am-3pm) places offered over the school year within our 3-5-year-old playrooms and 20 (9am-3pm) Under 3 places. Beanstalk FNC at Fergus Place is a 52-week service and offers places for vulnerable children/families from across the whole Dunfermline local area during holiday periods.

Our other building is on Aberdour Road in Dunfermline where we currently have 16 AM (8am-12.40pm) & 16 PM (1.20pm-6pm) places offered over across 49 weeks to 3-5-year olds. In our Under 3s we provide 10 AM (8am-12.40pm) & 10 PM (1.20pm-6pm) places offered over across 49 weeks.

1. **How many incidents happened to which the duty of candour applies**

In the last year, there has been no incidents to which the duty of candour applied. These are where types of incident have happened which are unintended or unexpected, and do not relate directly to the natural course of someone’s illness or underlying condition.

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| **Type of unexpected or unintended incident** | **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 changed 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 |

1. **To what extent did Beanstalk Family Nurture Centre follow the duty of candour procedure?**

We carefully assessed all notifications to the Care Inspectorate to check whether they triggered the Duty of Candour, following the Duty of Candour procedure.

1. **Information about our policies and procedures**

Where something has happened that triggers the duty of candour, our staff report this to the Head Teacher and Senior Leadership Team who have responsibility for ensuring that the duty of candour procedure is followed. A member of the Senior Leadership Team records the incident and reports as necessary to the Care Inspectorate. When an incident has happened, a learning review will take place. 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. Where staff members, parents or children are affected by the duty of candour, we will endeavour to support as necessary.

1. **What has changed as a result?**

During the time covered by this report, the COVID-19 pandemic has continued to impact on the operational running of the nursery and the procedures we have in place to keep everyone safe. Throughout this time we have used the guidance from Scottish Government and the Health Protection Team (which has changed regularly to reflect the spread of the virus within our locality) to ensure that we are mitigating the risks posed by the COVID-19 pandemic. A comprehensive risk assessment has been underpinned by procedures and guidelines and these have been continually reviewed and revised in line with update Scottish Government guidance. These procedures and guidelines include: -

- Procedures for Staff to Reduce Risk of the Spread of Infection

- Set Up and Cleaning Schedule

- Control of Infection – Covid-19

- Covid-19 Drop off and Collection of Children Procedures

- Accident and Incident Reporting - Covid-19

- Covid-19 Health and Safety Policy

- Covid-19 Suspected Case Guidelines

- The Use of Personal Protective Equipment (PPE) Covid-19

1. **Other information**

This is the third year of the duty of candour being in operation. Throughout the COVID-19 pandemic, it has supported us to ensure that we have policies and procedures in place to protect all our children. It 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 and made a copy available for parents and partners on our website.

If you would like more information about our nursery, please contact us:

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