Burntisland Primary School

Duty of Candour Report
August 2025 – August 2026

Promoting an Open and Learning Culture

Burntisland Primary School Nursery Class is committed to fostering a culture of openness, honesty and continuous improvement. All staff are encouraged to report concerns or incidents that may require consideration under the Duty of Candour without fear of blame. Staff will be supported to act professionally and transparently when unintended or unexpected incidents occur. We recognise that learning from incidents helps us improve outcomes for children, families and staff.

Responsibilities of Staff

Any member of staff who becomes aware of an unintended or unexpected incident that may meet the Duty of Candour criteria must report the matter to the Headteacher (Louise Gordon) or Depute Headteacher (Leanne Bain) immediately, or as soon as reasonably practicable. Staff should cooperate fully with any review, investigation or fact-finding process and ensure that all relevant information is accurately recorded.

Communication with Parents and Carers

Where the Duty of Candour procedure is activated, the Headteacher will notify the relevant person, or the parent/carer of a child, as soon as reasonably practicable and ideally within 10 working days of the procedure start date.

This communication will include:

- An account of the incident and the known facts.
- An explanation of the Duty of Candour process.
- An apology where appropriate.
- Details of any immediate actions taken.
- An invitation to discuss the matter and ask questions.

Meetings and Documentation

Where requested, a meeting will be arranged with the relevant person or their parent/carer. A written record of the meeting will be provided and will include:

- The date, time and location of the meeting.
- A summary of the discussion.
- Details of any apology given.
- Any agreed actions and timescales.

Records relating to the Duty of Candour process will be retained in accordance with Fife Council information management procedures.

Formal Review

Following any incident where the Duty of Candour procedure has been activated, the circumstances surrounding the incident will be reviewed within three months of the procedure start date. The purpose of the review is to identify learning, improve systems and reduce the likelihood of similar incidents occurring in the future. Any actions arising from the review will be monitored through the nursery's quality assurance processes.

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Training and Support for Staff

Burntisland Primary School Nursery Class is committed to ensuring that all staff understand their responsibilities under the Duty of Candour legislation.

- All new staff will receive information about Duty of Candour as part of their induction.
- Staff will be encouraged to engage in relevant professional learning and awareness-raising activities.
- Appropriate support will be provided to staff involved in serious incidents, including access to Occupational Health services and employee wellbeing support where required.

https://ekmu.fa.em3.oraclecloud.com:443/fscmUI/redwood/learner/learn/redirect?learningItemId=300001145365975&learningItemType=ORA_COURSE

Monitoring and Review of the Policy

Compliance with this policy will be monitored by the Headteacher and Senior Leadership Team. The policy will be reviewed regularly, or sooner if there are changes to legislation, guidance or local authority procedures. Lessons learned from Duty of Candour incidents will inform future policy review and service improvement.

During this reporting period, there were no incidents that met the criteria for the Duty of Candour procedure.

Type of unexpected or unintended incident	Number of times this occurred
Someone has died	0
Someone had 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 life expectancy becomes shorter because of harm	0
Someone's sensory, motor or intellectual functions is impaired 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 prepare other injuries	0

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