

# DUTY OF CANDOUR REPORT

## Gallatown Nursery 2024-25



### **Gallatown Nursery Duty of Candour Report 2024-25**

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 2024 and 31st March 2025.

#### **1. About Gallatown Nursery**

Gallatown Nursery is a standalone Early Learning & Childcare provision run by Fife Council and is currently situated on over two buildings at the east side of Kirkcaldy.

Rosslyn Street:

There are 2 playrooms offering 9am-3pm term time provision.

Viewforth Terrace:

There is on playroom offering am/pm sessions 49 weeks, 2 under 3 playrooms, one offering 9am-3pm term time and the other am/pm sessions.

## **2. 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.

| <b>Type of unexpected or unintended incident</b>   | <b>Number of times this happened</b> |
|--|--------------------------------------|
| 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                                    |

## **3. To what extent did Gallatown Nursery 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.

## **4. 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.

## **5. What has changed as a result?**

Over the course of the year policies and procedure have been reflected upon.

## **6. Other information**

This is the fifth year of the duty of candour being in operation, 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 made a copy available for parents and partners on our website.

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

Gallatown Nursery  
Rosslyn Street  
Kirkcaldy  
KY1 3AB  
01592 583 483

Gallatown Nursery  
Viewforth Terrace  
Kirkcaldy  
KY1 8BW  
01592 583 483

E-mail: [Gallatownnur.enquiries@fife.gov.uk](mailto:Gallatownnur.enquiries@fife.gov.uk)

Gallatown Nursery & Fair Isle Family Nurture Centre are Fife council nurseries which follow the Education and Children's Services - Policies and Guidance for Early Years settings.

All policies and procedures are available within the nursery building.