



Halbeath Nursery Duty of Candour Report 2025-2026

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.

1. About Halbeath Nursery

Halbeath Nursery was established in August 2020, based within Carnegie Primary School. In August 2021, Halbeath Nursery moved into the new purpose built, stand-alone building. It is situated in the village of Halbeath in the East of Dunfermline. Within the nursery there are 4 playrooms - three for our 3-5-year-olds and one room for our Early Entrants provision. All nursery playrooms have access to secure outdoor play provision and multipurpose hall. The nursery has a large hall, meeting room, an office, entrance foyer, bike, and buggy store. Halbeath Nursery has the capacity for 222 children, open 52 weeks per year and from August 2020, has been offering families 1140 hours of funded Early Learning and Childcare. The operational models for our 3 to 5 children are the 46-week, 49 week and term time model.

Children can attend AM or PM sessions, 8am till 12:40pm or 1:20pm till 6pm. Or two full days and a half day. Monday and Tuesday 8am till 6pm and Wednesday 8am till 12:48pm or Wednesday 1:12pm till 6pm, Thursday and Friday 8am till 6pm.

In the term time room, children attend Monday to Friday 9am to 3pm and are on holiday during school holidays.

Children stay for lunch, which is delivered to nursery and children eat their lunch in the hall.

As well as providing quality education and care for local catchment children aged three to five, we also provide early learning and childcare for eligible two-year olds. Children and families who would benefit from an early entrant placement can also be referred to the centre by health visitors, pre-school home visitors and/or social workers. They are enrolled through an inter-agency referral process. These spaces offered are AM or PM places on the 49-week model.

At Halbeath Nursery we aim to ensure that there are a welcoming atmosphere and a positive ethos, and that all children are educated in a safe, secure, happy and health-promoting environment.

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.

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

3. To what extent did Halbeath 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. Other information

This report will be displayed on information boards, and on the nursery's website. 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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"The Scottish Government describes the purpose of the Duty of Candour provisions as 'to support the implementation of consistent responses across health and social care providers when there has been an unexpected event or incident that has resulted in death or harm, that is not related to the course of the condition for which the person is receiving care.'" Scottish Government 01/04/19

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 for the future.

Halbeath Nursery is a children's day care service in the village of Halbeath in the East of Dunfermline, Fife for up to 15 children aged 2 years old at any one time and up to 96 children aged 3-5 at any one time. We provide day care to children term time, 46 weeks and 49 weeks of the year, depending on what parents/carers apply for. We are a local authority standalone nursery. We aim to ensure that we care for children in a way which inspires learning through play.

How many incidents happened to which the duty of candour applies?

In the last year, there have been no incidents which the duty of candour applied. The table below categorises the types of unexpected or unintended incidents, and do not relate directly to the natural course of illness or underlying condition.

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

Information about our policies and procedures

Where something has happened that triggers the duty of candour, our staff report this to the nursery manager (Headteacher) who have 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.

If you would like to access our full report, then please contact us at halbeathnursery.enquiries@fife.gov.uk