



Duty of Candour Report – Newport Primary School, Nursery Class

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 **June 2024 and June 2025**.

Types of 'unexpected or unintended incidents' are detailed below:

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.

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

2. 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.

3. Other information

This report will be displayed on information boards, on our information screens, in our regular newsletters, on the nursery's website and on the nursery app. For more information about the duty of candour please refer to our Newport Nursery Duty of Candour Policy.

This can be found:

- on the nursery the website
- or ask a member of staff for a copy

Honest

Kind

Polite

Respectful

Responsible