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## **Duty of Candour Report**

### **June 2024 – June 2025**

*“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, received an apology, and that organisations learn how to improve for the future.

An important part of this duty is that we provide an annual report about the duty of candour in our services. This short report describes how St. Leonard's Nursery has operated the duty of candour during the time between 30th June 2024 and 12<sup>th</sup> June 2025. We hope you find it useful.

#### **St. Leonard's Nursery**

St. Leonard's is a children's day care service in Dunfermline, Fife for up to 35 children aged 3-5 years old. We provide day care to children from 9am until 3pm, term time. We are a local authority nursery linked to St. Leonard's Primary School. We aim to ensure that we care for children in a way which supports them to play, learn and aspire.

#### **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.

<b>Type of unexpected or unintended incident</b>	<b>Number of times this occurred</b>
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 reports this to the nursery manager (Kirsty Muir HT and Emma Gribbons PNT) 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.

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. We have occupational welfare support in place for staff if they have been affected by a duty of candour incident.

Where parents or children are affected by the duty of candour, we have arrangements in place to provide welfare support as necessary.

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

St. Leonard's Nursery  
St. Leonard's Street  
Dunfermline  
KY11 3AL

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*Created June 2025*