



Touch Primary and Nursery
A Community with Learning at its Heart

Touch Primary School Nursery Duty of Candour Report 2023-2024

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 2023 and 31st March 2024.

1. About Touch Primary School Nursery

Touch Nursery is a purpose built nursery within Touch Primary School. The building was refurbished and extended to three playrooms during 2021. The nursery outdoor area was also extended at this point. As of March 2024 we have a total of 59 children from the age of 3 years across three nursery playrooms, with children attending for 6 hours each day from 9am to 3pm. Children attend term time only.

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 Touch School 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 or has the potential to trigger 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?

There have been no duty of candour reportable incidents and no major changes to policies and procedures linked to this.

6. Other information

This is the sixth year of the duty of candour being in operation. Our schedule for policy and risk assessment review has supported us to ensure that we have policies, procedures and risk assessments 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 submitted this report to the Care Inspectorate and made a copy available for parents and partners on our website

<https://blogs.glowscotland.org.uk/fi/touchprimary/>

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