**Duty of Candour Report**

**Cuthbertson Nursery Class**

**1 April 2018 – 31st March 2019**

All health and social care services in Scotland have a duty of candour. This is a legal requirement, which means that when unintended or unexpected events happen that result in death or self harm as defined in the Act, the people affected understand what has happened, receive 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 how the duty of candour is implemented in our services. This report describes how Cuthbertson Nursery Class has operated the duty of candour during the time between 1st April 2018 and 31st March 2019. We hope you find this report useful.

1. **About Cuthbertson Nursery Class**

Cuthbertson Nursery Class provides an early learning and childcare service for children age 3-5 years in Govanhill, Glasgow. At present, we are able to provide 40 spaces in the morning session and 40 spaces in the afternoon session. The morning session operates from 8.35am until 11.45am and the afternoon session runs from 1pm until 4.10am. Our main aim is to ensure that we care for children in a way that supports them to grow and develop.

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

In the last year, there have been no incidents to which the duty of candour applied. These are where types of incident happened which are unintended or unexpected, and do not relate to the natural course of someone’s illness or underlying condition.

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| **Type of unexpected or unintended incident (not related to the natural course of someone’s illness or underlying condition)** | **Number of times this happened**  **(Between 1st April 2018 and 31st March 2019)** |
| 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 changes 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 from dying | 0 |
| A person needing health treatment in order to prevent other injuries | 0 |

1. **To what extent did Cuthbertson Nursery Class follow the duty of candour procedure?**

When we realise the events listed above have happened, we would follow the correct procedure. This means we would inform parents/carers of those affected, apologise to them and meet with them to explain and review what has happened in order to prevent such things from happening again.

1. **Information about our policies and procedures**

When something has happened that triggers the duty of candour, our staff report this to the nursery head teacher who has responsibility for ensuring the duty of candour procedure is followed. The head teacher, Lesley Murrie, records the incident and reports it to the Care Inspectorate. When an incident has happened, the head teacher, nursery management team and the staff set up a learning review. This allows everyone involved to review what happened and identify changes in the future.

New staff who start the nursery will now learn about the duty of candour in their induction We know that serious mistakes can be distressing for staff as well as people who use our care service and their families. We have occupational welfare support for staff if they have been affected by a duty of candour incident through our Employee Assistant Number. Where parents or children are affected by the duty of candour, we have arrangements in place to provide welfare support as necessary.

1. **What has changed as a result?**

We always review and make appropriate change to our policies and procedures as a result of duty of candour. We have reviewed the way in which we provide meals and snacks to children to ensure that allergies are known to staff and that staff are confident about how they can avoid harm arising from them. We also have regular whole staff meetings to discuss any possible learning experience for safety and how we can ensure that we prevent dangers.

**Other Information**

This report is available for all our parents and carers to read. It will be available to read on the communication wall within the entrance to the nursery class and our nursery class website.