

# St Ignatius' Primary School & Nursery Class



## Duty of Candour Report

January 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 for the future. An important part of this duty is that we provide an annual report about the duty of candour in our service. This short report describes how St Ignatius' Nursery Class has operated the duty of candour during the time between February 2020 and February 2021. We hope you find this report useful.

### **1. About St Ignatius' Nursery Class**

St Ignatius' opened in 2007 and is a local authority Early Learning and Childcare Nursery Class within North Lanarkshire Council. We are registered to provide Early Learning and Childcare for children aged 3-5 years, with places for 48 children to access 1140 expansion. The nursery operates during school term time. A list of public holidays and in service days when the nursery is closed is published on the school and nursery website and app.

Each child has a key worker who takes responsibility for recording the child's progress throughout their time in nursery, but their learning and development is promoted and supported through a team approach including the Nursery Teacher; Senior Management; Early Learning Communication and Transition Teachers; and the CLD worker. Relationships and interactions are at the heart of the work of St Ignatius' Nursery Class. Strong emphasis is placed on partnerships with parents, families and the wider community.

**2. How many incidents happened to which the Duty of Candour applied?**

In the last year there has been no incident 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.

<b>Type of unexpected or unintended incident</b>	<b>Number of times this happened</b>
<b>Someone has died</b>	<b>0</b>
<b>Someone has permanently less bodily, sensory, motor, physiologic or intellectual functions</b>	<b>0</b>
<b>Someone's treatment has increased because of harm</b>	<b>0</b>
<b>The structure of someone's body changes because of harm</b>	<b>0</b>
<b>Someone's life expectancy becomes shorter because of harm</b>	<b>0</b>
<b>Someone's sensory, motor or intellectual function is impaired for 28 days or more</b>	<b>0</b>
<b>Someone experienced pain or psychological harm for 28 days or more</b>	<b>0</b>
<b>A person needed health treatment in order to prevent them from dying</b>	<b>0</b>
<b>A person needing health treatment in order to prevent other injuries</b>	<b>0</b>

**3. To what extent did St Ignatius' Nursery follow the Duty of Candour procedure?**

St Ignatius' Nursery Class implemented the Duty of Candour policies and procedures to come into effect within our service from January 2020. The Head Teacher and Acting Depute Head Teacher are responsible for ensuring:

- that the procedure is carried out
- that training which is required by the regulation is undertaken
- that training/support supervision is provided to any persons carrying out any part of the procedure as required by the regulations
- that an annual Duty of Candour report is prepared and published

In the last year there have been no incidents within St Ignatius' Nursery Classes to which the Duty of Candour applied.

#### **4. What has changed as a result?**

We continue to monitor and update policies to ensure that they meet the requirements of Duty of Candour. In the last year there have been no incidents within St Ignatius' Nursery Class to which the Duty of Candour applied.

#### **5. Information about our policies and procedures**

Where something has happened which triggers the Duty of Candour, our staff would report this immediately to the Head Teacher or Acting Depute Head Teacher who have responsibility for ensuring that the duty of candour procedure is followed. This includes contacting the parent/carer to let them know that an accident or mistake has happened and what occurred. The Senior Leadership Team would apologise and let them know what will happen next.

The Senior Leadership Team would record the incident and report as necessary to North Lanarkshire Council and The Care Inspectorate.

When an incident has happened, the Head Teacher/Acting Depute Head Teacher and staff would set up a learning review to allow everyone involved to review what happened and identify changes for the future.

Information about the Duty of Candour is included in our Annual Staff Update in August. 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 service users and their families. We have occupational support in place through our Human Resources services and Time for Talking for our 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.

## **6. Other Information**

As required, we have submitted this report to the Care Inspectorate but in the spirit of openness we have also published it on our website and shared it with our families.

If you would like more information about St Ignatius' Nursery Class, please contact us using these details:

### **St Ignatius' Primary and Nursery Classes**

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