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Date: 31<sup>st</sup> March 2025



### **Education and Families**

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### **Kirkshaws Primary School Nursery Class Annual Duty of Candour Report 1<sup>st</sup> January – 31<sup>st</sup> December 2024**

Care Inspectorate Registration Number – CS2003016812

Type of Care Service – Day Care of Children

Service Manager – Megan McCrossan, Head Teacher

Report written by – Megan McCrossan, Head Teacher

Service Provider – North Lanarkshire Council

Civic Centre, Windmillhill Street, Motherwell, ML1 1AB

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Care Service – Kirkshaws Primary School and Nursery Class

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### **About Kirkshaws Nursery Class**

Kirkshaws Nursery Class is a children's day-care service in Coatbridge, North Lanarkshire. It is situated within Kirkshaws Primary School. It is registered for no more than 50 children, aged 3-5 years old, at any one time and operates from 8.50am to 2.50pm, during term time. The setting comprises of two playrooms and an outdoor area.



## Introduction

Openness and honesty should be central to the actions of those providing care to others. It should be at the heart of every relationship between those providing, receiving and/or experiencing treatment and care.

The duty of candour affects all health, social work and care services. It means that services must take specific steps to carry out their duty of candour when a serious adverse event happens. When things go wrong and mistakes happen, the people affected must understand what has happened and receive an apology. Organisations should also learn how to improve for the future. Care and social work services must, by law, produce a short annual report showing the learning from their duty of candour incidents that year. This short report describes how Kirkshaws Nursery Class has operated the duty of candour during the time between 1<sup>st</sup> January – 31<sup>st</sup> December 2024.

## 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 types of incidents that 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 lost bodily, sensory, motor, physiological 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 became shorter because of harm - 0

Someone's sensory, motor or intellectual functions has been 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

A person needing health treatment in order to prevent - other injuries - 0

## To what extent do Kirkshaws Nursery Class follow the duty of candour procedure?

Where something happens to trigger the duty of candour, the following procedures have been developed and embedded within Kirkshaws Nursery Class, to ensure the duty of candour legal requirements are met:

- Staff immediately report the incident to the nursery manager (Alison Nicolson, Head Teacher) who has overall responsibility for ensuring the duty of candour procedures are followed.
- The incident is recorded, and the manager will report to Care Inspectorate as necessary.
- The incident will be reported to NLC and recorded on RIDDOR as appropriate.
- Following an incident that triggers duty of candour the manager will meet with the staff team to complete a learning review. Everybody involved should reflect on what has happened and identify changes for the future.
- Where parents or children are affected by duty of candour, we will provide welfare support as necessary.
- We acknowledge that serious mistakes could be distressing for staff as well as the children and families that use our service. Debriefing sessions and welfare support will be available as necessary.

**Systems and processes in place to support the above procedure**

- All relevant information has been shared with the entire staff team and they have been encouraged to access the training during their staff development time.
- All first aid records, incident and accident logs include the question **Does this trigger Duty of Candour?** This helps to keep the requirement at the forefront of all responses to incidents.
- A clear Duty of Candour policy is in place.
- Detailed risk assessments are in place to ensure everybody's safety is a priority within our setting. With these systems in place, we feel confident that the correct procedures would be followed should an adverse event trigger our Duty of Candour.

**This report is available on our school website. A paper copy is available from the school office as required.**