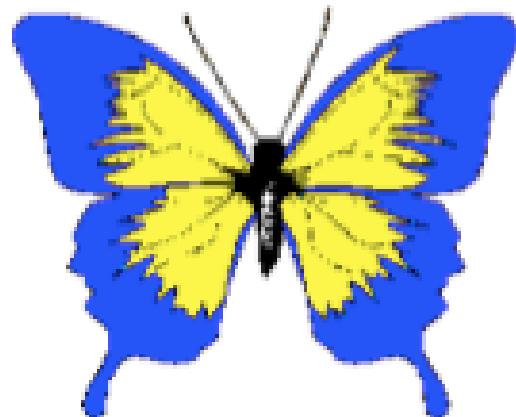


# New Monkland Nursery Class



***Getting it Right for Every Child***

## **Duty of Candour Policy**



Written: January 2020  
Update: January 2021

### **Duty of Candour Policy**

The community of New Monkland Primary and Nursery Class endeavour to always act in an open and transparent way in our dealings with pupils, parents and all stakeholders.

- We will encourage a culture of trust and honesty in all our dealings with you,
- We will ensure that all staff members are aware of and supported in their responsibilities regarding a Duty of Candour and that all staff member complete the training module,
- We will encourage and support staff members who report any incidents and investigate fully,
- The Headteacher or a member of the management team will be responsible for any investigation and they will promptly appoint another member of the team if there is a conflict of interest,
- No staff member will be victimised or harassed as a result of reporting an incident,
- Where an error has occurred which has caused harm to any individual in the course of our work, we will openly admit the error and apologise when things go wrong and when incidents occur to all those affected,
- We will ensure that all accounts of an incident are recorded and truthful,
- We will do our best to mitigate or correct any harm that has occurred and will provide support to those affected,
- We will keep a record of all conversations and correspondence in connection with any such incident highlighting what lessons can be learned,
- We will notify the Care Inspectorate and any other appropriate body of any serious 'Notifiable Safety Incident' (those resulting in moderate or serious harm) as soon as possible.