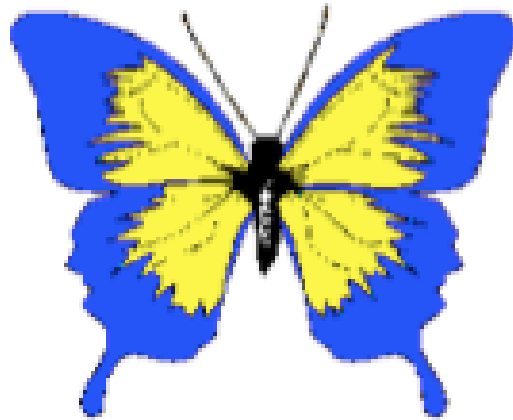


New Monkland Nursery Class



Duty of Candour Policy



Written: January 2026
Update: January 2027

Duty of Candour Policy

The community of New Monkland Nursery Class endeavour to always act in an open and transparent way in our dealings with children, parents/carers, and all our 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 members 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 because 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.

UNCRC Links

Article 2: All children have these rights, no matter who they are, where they live, what their parents do, what language they speak, what their religion is, whether they are a boy or girl, what their culture is, whether they have a disability, whether they are rich or poor. No child should be treated unfairly on any basis.

Article 3: All adults should do what is best for you. When adults make decisions, they should think about how their decisions will affect children.

Article 4: The government has a responsibility to make sure your rights are protected. They must help your family to protect your rights and create an environment where you can grow and reach your potential.

Article 9: You have the right to live with your parent(s), unless it is bad for you. You have the right to live with a family who cares for you.

Article 11: You have the right to be protected from kidnapping.

Article 19: You have the right to be protected from being hurt and mistreated, in body or mind.

Article 22: You have the right to special protection and help if you are a refugee (if you have been forced to leave your home and live in another country), as well as all the rights in this Convention.

Article 26: You have the right to help from the government if you are poor or in need.

Article 27: You have the right to food, clothing, a safe place to live and to have your basic needs met. You should not be disadvantaged so that you can't do many of the things other kids can do.

Article 32: You have the right to protection from work that harms you and is bad for your health and education. If you work, you have the right to be safe and paid fairly.

Article 33: You have the right to protection from harmful drugs and from the drug trade.

Article 34: You have the right to be free from sexual abuse.

Article 35: No one is allowed to kidnap or sell you.

Article 36: You have the right to protection from any kind of exploitation (being taken advantage of).

Article 37: No one is allowed to punish you in a cruel or harmful way.

Article 39: You have the right to help if you've been hurt, neglected, or badly treated.

Article: 40: You have the right to legal help and fair treatment in the justice system that respects your rights.

Heath and Social Care Standards

4 - I have confidence in the organisation providing my care and support

4:11 I experience high quality care and support based on relevant evidence, guidance and best practice.

4.19 I benefit from a culture of continuous improvement, with the organisation having robust and transparent quality assurance processes.

4:20 I know how, and can be helped, to make a complaint or raise a concern about my care and support.

4:21 If I have a concern or complaint, this will be discussed with me and acted on without negative consequences for me.