



Our Lady and St Joseph's Nursery Class

Duty of Candour Report 2023-24

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 services. This short report describes how Our Lady and St Joseph's Nursery Class has operated the duty of candour during the time between 1 April 2023 and 31 March 2024. We hope you find this report useful.

1. About Our Lady and St. Joseph's Nursery Class

Our Lady and St Joseph's Nursery is a non – denominational class within the Primary school. Our Nursery facility is regulated by the Care Inspectorate. We were last inspected in September 2018. We deliver 1140 hours of funded nursery learning per year, which is delivered by our experienced and dedicated staff team. We are currently a 40 /40 nursery but we cater for up to 56 children daily. We run a mixed model provision, with AM children from 8am until 12.45pm, PM children from 1.15pm until 6pm and Term Time children from 8.45am until 2.45pm. Our service caters for children who are between 3 and 5 years of age, prior to starting Primary school.

2. 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. There have been no unintended or unexpected incidents where the level of seriousness has linked directly to the Duty of Candour legislation. As ever, should the need arise, we will openly admit the error and apologise to the individual and their parent or carer. We endeavour to be truthful in all our dealings with you as service users and we will continue to do our best to mitigate any potential harm.

Type of unexpected or unintended incident	Number of times this happened
Someone has died	0
Someone has permanently less bodily, sensory, motor, physiological 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
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

3. To what extent did Our Lady and St Joseph's Nursery Class follow the duty of candour procedure?

Our Lady and St. Joseph's Nursery Class implemented the Duty of Candour policies and procedures which came into effect within our service from the 1st of April 2018. The Headteacher and Principal Teacher ensure that:

- Duty of Candour procedures are carried out as and when necessary.
- Our Duty of Candour Policy is reviewed and up to date.
- Training which is required by the regulation is undertaken by all staff.

- Training/ support and supervision is provided to any persons carrying out any part of the procedure as required by the regulations.
- We report annually on the Duty.

4. Information about our policies and procedures

Where something has happened that triggers the duty of candour, our staff report this to the Headteacher or Principal Teacher who have responsibility for ensuring that the duty of candour procedure is followed. The Headteacher / PT records the incident and reports as necessary to both the Care Inspectorate and NLC Education and Families. If an incident has happened, the Headteacher and staff set up a learning review. This allows everyone involved to review what has happened and identify changes for the future.

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 people who use our service and their families. We have occupational support in place through our HR Services for our staff if they have been affected by a duty of candour incident.

5. What has changed as a result?

We continue to review and update our policies and procedures as a result of the duty of candour. We have had new team members joining the nursery team. New staff are inducted into the service in the normal ways. We continue to maintain high levels of hygiene and keep service users and staff as safe as possible. Staff are very aware of the updates from the Care Inspectorate and NLC Education and Families as we strive to ensure the safety, health and wellbeing of all staff and service users at all times.

6. Other information

This is the sixth year of the duty of candour being in operation and the staff of Our Lady and St. Joseph's Nursery Class continue to work hard to meet the needs of all our service users. We fully understand that people who use our nursery service have the right to know when things go badly, as well as when they go well.

In the spirit of openness we have placed this report on our website and shared it with our families too.

If you would like more information about Our Lady and St. Joseph's Nursery Class please contact us using these details:

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