



**Sikeside Primary School  
&  
Nursery Class**



# Sikeside Nursery Class

## Annual Duty of Candour Report

1<sup>st</sup> April 2022 – 31<sup>st</sup> March 2023

Care Inspectorate Registration Number – CS2003015369

Type of Care Service – Day Care of Children

Service Manager – Helen Paterson, Headteacher

Report written by – Jillian Hogan, Principal Lead ELP

Service Provider – North Lanarkshire Council

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### About Sikeside Nursery Class

Sikeside

Nursery Class is a children's day-care service in Coatbridge, North Lanarkshire. It is situated within an extension to the main school building. It is registered for no more than 72 children, aged 3-5 years old, at any one time and operates from 8am – 6pm, Monday to Friday. 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 Sikeside Nursery Class has operated the duty of candour during the time between 1<sup>st</sup> April 2020 and 31<sup>st</sup> March 2021.

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 incident 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 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

To what extent do Sikeside 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 Sikeside Nursery Class, to ensure the duty of candour legal requirements are met:

- Staff immediately report the incident to the nursery manager (Helen Paterson, Headteacher) 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.
- 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 fresh in staff's minds.
- A clear Compliments, Concerns and Complaints procedure is in place with Duty of Candour detailed within it.
- Detailed risk assessments are in place to ensure everybody's safety is a priority within our setting.
- Following National and Local Authority guidance, enhanced risk assessments and practices are in place to ensure everybody's safety in relation to the ongoing COVID-19 pandemic.

With these systems in place we feel confident that the correct procedures would be followed should an adverse event trigger our Duty of Candour.

#### To conclude

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