



# St Aidan's Nursery Class

## Duty of Candour Report

February 2020

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 service. This short report describes how St Aidan's Nursery Class has operated the duty of candour during the time between February 2019 and February 2020. We hope you find this report useful.

### 1. About St Aidan's Nursery Class

St Aidan's opened in 2010 and is a local authority Early Learning and Childcare Nursery Class within North Lanarkshire Council. In 2017, the service was extended to include provision for eligible and vulnerable 2 year olds. We are registered to provide Early Learning and Childcare for children aged 2-5 years, with places for 30 children in the morning and 30 children in the afternoon. There is currently staffing to accommodate 10 2 year old places per session (morning and afternoon). The nursery operates during school term time. A list of public holidays and in service days when the nursery is closed is published on the school and nursery website and app.

Each child has a key worker who takes responsibility for recording the child's progress throughout their time in nursery, but their learning and development is promoted and supported through a team approach. Relationships and interactions are at the heart of the work of St Aidan's Nursery Classes. Strong emphasis is placed on partnerships with parents, families and the wider community.

### 2. How many incidents happened to which the Duty of Candour applied?

In the last year there has been no incident to which the Duty of Candour applied. These are where types of incident have happened which are unintended or unexpected and do not relate directly to the natural course of someone's illness or underlying condition.

<u>Type of unexpected or unintended incident</u>	<u>Number of times this happened</u>
Someone has died	0
Someone has permanently less bodily, sensory, motor, physiologic 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 from dying	0
A person needing health treatment in order to prevent other injuries	0

### **3. Information about our policies and procedures**

Where something has happened which triggers the Duty of Candour, our staff would report this immediately to the Head Teacher or the Principal Teacher who have responsibility for ensuring that the duty of candour procedure is followed. This includes contacting the parent/carer to let them know that an accident or mistake has happened and what occurred. The Senior Leadership Team would apologise and let them know what will happen next.

The Senior Leadership Team would record the incident and report as necessary to North Lanarkshire Council and The Care Inspectorate.

When an incident has happened, the Head Teacher/Principal Teacher and staff would set up a learning review to allow everyone involved to review what 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 service users and their families. We have occupational support in place through our Human Resources services and Time for Talking for our staff if they have been affected by a duty of candour incident.

Where parents or children are affected by the duty of candour, we have arrangements in place to provide welfare support as necessary.

### **4. Other Information**

In the event of an incident, we will report it to the Care Inspectorate and in the spirit of openness will place the report on our website and share with our parents and families. If you would like more information about St Aidan's Nursery Class, please contact us using these details:

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