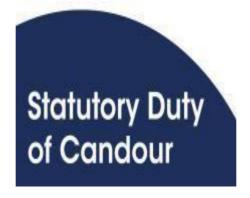
Stane Primary School and Nursery Class



Getting it Right for Every Child Duty of Candour Policy



Kindness, Compassion, Courage, Community SAFE, READY, REPECTFUL

Duty of Candour Policy

The community of Stane Primary Nursery Class endeavour to always act in an open and transparentway 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 members complete the training module,
- We will encourage and support staff members who report any incidents and investigatefully,
- 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 whenincidents 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 providesupport to those affected,
- We will keep a record of all conversations and correspondence in connection with anysuch 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 aspossible.

Kindness, Compassion, Courage, Community SAFE, READY, REPECTFUL