

## **St Mark's Primary School Nursery Class, Rutherglen**

St Mark's Primary School Nursery Class in Rutherglen, South Lanarkshire, is a term-time establishment for up to 32 children aged 3-5. We provide 1140 hours early education and child care to children during the hours of 9am -3pm. We aim to ensure that we care for children in a way which supports them to grow, develop and learn in a nurturing environment.

### **Duty of Candour**

Duty of Candour is required 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.

In the last year, there have been no incidents to which the duty of candour applied.

### **Duty of Candour Procedure**

Staff are aware that when events or incidents have happened which are unintended or unexpected that we follow procedure to inform the parents affected, apologise to them, and offer to meet with them. We review what happened and what went wrong to try and learn for the future.

Where something has happened that triggers the duty of candour, our staff report this to the nursery Head Teacher who has responsibility for ensuring that the duty of candour procedure is followed. The Head Teacher records the incident and reports as necessary to the Care Inspectorate.

When an incident has happened, the Head Teacher and staff 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 as people who use care and their families. We have occupational welfare support through South Lanarkshire Council 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 would seek any appropriate support as necessary, through the local authority or partner agencies.

If necessary we would adapt or make changes to our policies and procedures as a result of the duty of candour.

Duty of Candour procedures help us to remember that people who use care have the right to know when things go badly, as well as when they go well. 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 too.

If you would like more information about our nursery, please contact us using these details:

St Mark's Primary School Nursery Class  
Kirkriggs Avenue  
Rutherglen  
G73 4LY  
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Signed: E O'Donnell      Date: 4.2.26