**Duty of Candour**

**March 2023**

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 Stonehouse Primary has operated the duty of candour during the year March 2022- March 2023. We hope you find this report useful.

**1. About Stonehouse Primary Nursery**

Stonehouse Primary Nursery Class is a Children’s Early Years facility operating for South Lanarkshire Council for up to 32 children aged 3-5 at any one time. We have an 1140 hours provision. We have a team leader and 6 Early Years practitioners (4 of whom are part time) and an Early Years Support Assistant.

**2. How many incidents happened to which the duty of candour applies?**

In the year March 2022 – March 2023 there were no incidents 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.

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| --- | --- |
| **Type of significant, unexpected or unintended incident** | **Number of times this happened** |
| Someone has died  | 0 |
| Someone has permanently lost 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 dying  | 0 |
| A person needing health treatment in order to prevent other injuries  | 0 |

**3. To what extent does Stonehouse Primary Nursery follow the duty of candour procedure?**

If we realise the events listed above have happened, we follow the correct procedure. This means we inform the parents affected, apologise to them, and offer to meet with them. We would review what happened and what went wrong to try and learn for the future.

**4. Information about our policies and procedures**

Where something has happened that triggers the duty of candour, our staff report this to the nursery manager who has responsibility for ensuring that the duty of candour procedure is followed. The manager records the incident and reports as necessary to the Care Inspectorate. When an incident has happened, the manager and staff set up a learning review. This allows 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 as people who use care and their families. We have occupational welfare support in place for our staff if they have been affected by a significant incident.

Where parents or children are affected by a significant incident, we have arrangements in place to provide welfare support as necessary.

**5. Staff training**

All staff are aware of the Duty of Candour and are able to identify the procedures they have to undertake should an incident occur.

**6. Other information**

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:

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