

Woodhead Primary Nursery Class

Duty of Candour Report



All health and social care services in Scotland have a duty of candour, as a childcare service this includes Woodhead Primary Nursery Class. Duty of candour regulations apply as soon as reasonably practicable after the service has become aware that a notifiable safety incident has occurred.

An important part of this duty is that Woodhead Primary Nursery Class produces an annual report about the duty of candour in our services. This short report describes how our service has operated the duty of candour from 1st April 2024 to 31st March 2025.

1. **Report for** Woodhead Primary Nursery Class, Woodhead Crescent, Hamilton ML3 8TB

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

In the last year, no incidents have taken place that required Duty of Candour to be applied.

- Number of times this happened Someone has died – **None**
- Someone has permanently less bodily, sensory, motor, physiologic or intellectual functions – **None**
- Someone's treatment has increased because of harm – **None**
- The structure of someone's body changes because of harm - **None**
- Someone's life expectancy becomes shorter because of harm - **None**
- Someone's sensory, motor, or intellectual functions is impaired for 28 days or more - **None**
- Someone experienced pain or psychological harm for 28 days or more - **None**
- A person needed health treatment to prevent them dying - **None**
- A person needing health treatment to prevent other injuries - **None**

Had any of the events listed above happened, we would have followed the correct procedure.

3. **Information about your policies and procedures**

When an incident occurs that triggers the duty of candour, our staff report this to the Head Teacher who has responsibility for ensuring that the duty of candour procedure is followed precisely. The Head Teacher records the incident and informs the senior management team that a duty of candour procedure is being carried out in their setting. The Head Teacher must also inform, when necessary, Care Inspectorate Scotland. When an incident has happened, the Head Teacher and staff will implement a robust risk assessment and follow up learning plan. This enables everyone involved to review what happened and identify changes for the future.

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We know that serious mistakes can be distressing for staff as well as people who use care and their families. We have support in place 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

Old and new staff will receive refreshers training on the Duty of Candour.

If you require any further information about our Duty of Candour report, please contact Claire Fox (Head Teacher) or Ashley Harkness (Team Leader) on 01698 457668

Is there a Duty of Candour Policy and Procedure in place? Yes

Date of Report – March 2025

Review date – March 2026