

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 Mayfield Nursery School has operated the duty of candour during the time between 1 April 2020 and 31 March 2021. We hope you find this report useful.

1. About Mayfield Nursery School

Mayfield Nursery School is a standalone nursery school run by Midlothian Council and is situated on the Mayfield Campus with Mayfield Primary School and St Luke's Primary School. We currently have 95 1140 places offered over the school year.

Within Mayfield Nursery School the I CAN Speech, Language and Communication Provision is a specialist centre within our nursery which provides integrated education and speech and language therapy for children aged 3-5 experiencing significant and specific communication difficulties. Five children access this specialist provision, travelling from all over Midlothian. The children spend two full days and every alternate Friday at I CAN at Mayfield Nursery School and the rest of their Early Learning and Childcare hours at their locality nursery. The I CAN team also provide outreach support delivered to children in their own nursery class or primary class in schools across Midlothian.

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

In the last year, there have been 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

Type of unexpected or unintended incident	Number of times this happened
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
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 did Mayfield Nursery School follow the duty of candour procedure?

We carefully assessed all notifications to the Care Inspectorate to check whether they triggered the Duty of Candour, following the Duty of Candour procedure.

4. Information about our policies and procedures

Where something has happened that triggers the duty of candour, our staff would report this to the Head Teacher who has responsibility for ensuring that the duty of candour procedure is followed. The Head Teacher would record the incident and report as necessary to the Care Inspectorate. When an incident has happened, the Head Teacher and staff would set up a learning review. This would 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 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 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.

5. What has changed as a result?

During the time covered by this report, the COVID-19 pandemic meant that Scotland has experienced two periods of lockdown. In the first lockdown from March to June 2020, the nursery closed. In April 2020 Mayfield Nursery School opened as a hub for vulnerable children. In August 2020 we opened again for all children and welcomed out returning children back. In January 2021 Scotland entered lockdown again and this time we opened the nursery for a small group of children from Mayfield Nursery School who were the children of key workers or identified as vulnerable.

Throughout this time we have used the guidance from Scottish Government and the Health Protection Team to ensure that we are mitigating the risks posed by the COVID-19 pandemic. A comprehensive risk assessment has been underpinned by procedures and guidelines and these have been continually reviewed and revised in line with update Scottish Government guidance. These procedures and guidelines include:

- Procedures for Staff to Reduce Risk of the Spread of Infection
- Set Up and Cleaning Schedule
- Control of Infection - Covid-19
- Covid-19 Drop off and Collection of Children Procedures
- Accident and Incident Reporting - Covid-19
- MNS Covid-19 Health and Safety Policy
- Procedures for Dealing with Spillages of Blood and Body Fluids - Covid-19
- Risk Assessment for Managing MNS During Covid-19 Outbreak
- Covid-19 Suspected Case Guidelines
- The Use of Personal Protective Equipment (PPE) Covid-19

6. Other information

This is the third year of the duty of candour being in operation. Throughout the COVID-19 pandemic, it has supported us to ensure that we have policies and procedures in place to protect all our children. It has helped 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 and made a copy available for parents and partners on our website.

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

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