

**Duty of Candour Report**  
**Sacred Heart Nursery**  
**1<sup>st</sup> April 2018- 31<sup>st</sup> March 2019**

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 Sacred Heart Nursery has operated the duty of candour during the time between 1 April 2018 and 31 March 2019.

**1. About Sacred Heart Nursery**

Sacred Heart Nursery School is Early Years Setting located in Penicuik. We are part of Midlothian Council. Our setting has a maximum of 24 children aged between 3 years- 5 years old per session. We provide an educational childcare service from 8.30am until 3.35pm from Monday - Friday. Children are currently receiving 640hours per year as our setting is providing morning and afternoon sessions. Staff ensure that children are supported/cared for and thrive in our setting allowing children to develop becoming confident and independent individuals.

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

Sacred Heart Nursery has had no duty of candour incidents from 1<sup>st</sup> April 2018- 31<sup>st</sup> March 2019 that have resulted in member of the Senior Leadership Team to notify the child affected and family/carer that an unintended or unexpected incident has occurred that has resulted in harm or death.

<b>Type of unexpected or unintended incident</b>	<b>Number of times this happened</b>
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 Sacred Heart Nursery follow the duty of candour procedure?**

Staff have read and discussed 'Sacred Heart Nursery's Duty of Candour Policy' however Sacred Heart Nursery have not had to implement duty of candour procedure from the 1<sup>st</sup> April 2018- 31<sup>st</sup> March 2019.

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

Where something has happened that triggers the duty of candour, our staff report this to the Senior Nursery Child Development Workers who has responsibility for ensuring that the duty of candour procedure is followed. The Senior Child Development Worker/Head Teacher 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 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?**

Our setting has not received a duty of candour incident from 1<sup>st</sup> April 2018- 31<sup>st</sup> March 2019 however a yearly policy will be reviewed to ensure safety and duty of candour is carried out correctly/ efficiently.

### **6. Other information**

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