



Kilchattan Primary School

Isle of Colonsay, Argyll, PA61 7YR

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Head Teacher: Kim Bentley

22/01/26

Kilchattan Primary School and ELC – DUTY OF CANDOUR REPORT 1st April 2024-31st March 2025

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.

Duty of candour is very specific and only applies where there has been an unexpected or unintended consequence that causes harm or death, involving the input of a registered health professional. 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 our care service has operated the duty of candour during the time between 1 April 2023 and 31 March 2024.

1. HOW MANY INCIDENTS HAPPENED TO WHICH THE DUTY OF CANDOUR APPLIES?

In the year between 1 April 2023 and 31 March 2024, there have been no incidents to which the duty of candour applied.

2. INFORMATION ABOUT OUR POLICIES AND PROCEDURES

Where something has happened 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. 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 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.

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

Kilchattan Primary School and ELC
Isle of Colonsay
PA61 7YR

Email: enquiries-kilchattan@argyll-bute.gov.uk

Telephone: **01951 200 340**