



*A unique family of independent
schools for boys and girls*

ESMS BOARDING AND NURSERY 2019 - 2020 DUTY OF CANDOUR REPORT

All health and social care services in Scotland have a Duty of Candour. This is a legal requirement which means that when a serious adverse event happens, 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 ESMS has operated the Duty of Candour during the time between 1 April 2018 and 31 March 2019. We hope you find this report useful. For ESMS, Duty of Candour is relevant only to our Nursery and Boarding provision.

1. About ESMS

ESMS is a split site day and boarding school in Edinburgh. We have about 2750 children in the school and can care for up to 28 boarders aged 11+. We have weekly and flexi boarders and invite day children to join us for boarding weekends every other weekend during term-time.

2. How many incidents happened to which the Duty of Candour applies?

Type of unexpected or unintended incident number of times this happened	ESMS Nursery	ESMS Boarding House
Someone has died	0	0
Someone has permanently lost bodily, sensory, motor, physiologic or intellectual functions	0	0
Someone's treatment has increased because of harm	1	0
The structure of someone's body changes because of harm	0	0
Someone's life expectancy becomes shorter because of harm	0	0
Someone's sensory, motor or intellectual functions is impaired for 28 days or more	0	0

In the last year, there has been 1 incident to which the Duty of Candour was 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	ESMS Nursery	ESMS Boarding House
Someone experienced pain or psychological harm for 28 days or more	0	0
A person needed health treatment in order to prevent them dying	0	0
A person needing health treatment in order to prevent other injuries	0	0

3. To what extent does ESMS follow the Duty of Candour procedure?

In the event of the incident, we alerted the Care Inspectorate, informed the parents affected, apologised to them, and met with them. We reviewed what happened and what went wrong to try and learn for the future and we involved the parents in helping us improve procedures.

4. Information about our policies and procedures

Where something has happened that triggers the Duty of Candour, our staff report this to the Head of the Junior School for Nursery incidents and the relevant Head of Middle School for boarding incidents as the members of staff who have responsibility for ensuring that the Duty of Candour procedure is followed. The Principal will also be informed. The delegated member of staff records the incident and reports as necessary to the Care Inspectorate. When an incident has happened, staff would set up a learning review. This allows everyone involved to review what happened and identify changes for the future.

Where parents, staff or children are affected by the Duty of Candour, we would make arrangements to provide welfare support as necessary.

5. What has changed as a result?

If any of the above incidents had occurred this year, we would follow the correct procedure, documented in our Whistleblowing Policy. This means we would 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. In this case, procedures for handling allergens has been reviewed with staff, outside professionals and parents and procedures changed.

6. Other Information

This is the second year of the Duty of Candour being in operation. Whilst key staff have undertaken training, this is an element that needs to be increased to continue to ensure full compliance. A Duty of Candour file has been created with checklists and a policy has been created.