



# CARGILFIELD

## DUTY OF CANDOUR

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 Cargilfield 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 Cargilfield School**

Cargilfield School is a day and boarding school in Barnton, Edinburgh. We have about 300 children in the school and can care for up to 60 boarders aged 8+. We have weekly and flexi boarders and invite day children to join us for boarding weekends during term time. While we generally have between 15 and 25 weekly boarders, our average occupancy per night is about 30 children. We hope that just about all children will board at some point (even if only for a weekend) before they leave us at 13. Many children go on to boarding senior schools.

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

In the last year, there have been 0 incidents to which the duty of candour applied. These are where types of incidents 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 and 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

CARGILFIELD SCHOOL

45 Gamekeeper's Road, Edinburgh, EH4 6HU

Telephone: 0131 336 2207

Email: [admin@cargilfield.com](mailto:admin@cargilfield.com) Website: [www.cargilfield.com](http://www.cargilfield.com)

Cargilfield is an Educational Charity No. SC005757 Company Registration No. SC025080

### **Type of unexpected or unintended incident number of times this happened**

- Someone experienced pain or psychological harm 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 Cargilfield School follow the duty of candour procedure?**

If any of the above incidents had occurred this year we would have followed 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.

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

Where something has happened that triggers the duty of candour, our staff report this to the Headmaster who has responsibility for ensuring that the duty of candour procedure is followed. The Headmaster records the incident and reports as necessary to the Care Inspectorate. When an incident has happened, the Headmaster and 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 have arrangements in place to provide welfare support as necessary. This is documented in our whistleblowing policy.

### **5. What has changed as a result?**

In the event of an incident, we would make a change to our policies and procedures as a result of the duty of candour. We would review the way in which we follow relevant policies and make the appropriate changes.

### **6. Other information**

The duty of candour has now been in place for a few years. It has helped us to realise that we have a duty to inform our parents when things don't go well just as we might when things go well.

All of our Nursery staff have been trained in the policy. On the boarding front, the Headmaster, Assistant Headmaster, and School Nurse have completed the training. One of our houseparents has completed the training but our new Head of Boarding and his wife now need to complete this training.

Rob Taylor, Headmaster

CARGILFIELD SCHOOL

45 Gamekeeper's Road, Edinburgh, EH4 6HU

Telephone: 0131 336 2207

Email: [admin@cargilfield.com](mailto:admin@cargilfield.com) Website: [www.cargilfield.com](http://www.cargilfield.com)

Cargilfield is an Educational Charity No. SC005757 Company Registration No. SC025080