

Edinburgh Montessori Arts School

Duty of Candour Report 2023/24

All health and social care services in Scotland have a duty of candour. This includes including organisations providing care for children under the age of 5 years old. 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 the organisation learns how to improve for the future.

This reflects the Edinburgh Montessori Arts School (EMAS) core values which are

- Be open and honest
- Recognise individual worth
- Build relationships through trust

As part of this duty we have to provide an annual report about the duty of candour in our services. This short report describes how our organisation has operated the duty of candour during the time between 1 April 2023 and 31 March 2024.

About Us: Edinburgh Montessori Arts School was established in 2002 and is the only school in Scotland to offer the full Montessori educational programme to children and young people from 1 – 18. Our approach is based on designing learning spaces where young people have structure, responsibility and choice. With trust and respect we guide them to question challenge and explore. We recognise it is not change itself that poses challenges but how we cope with change.

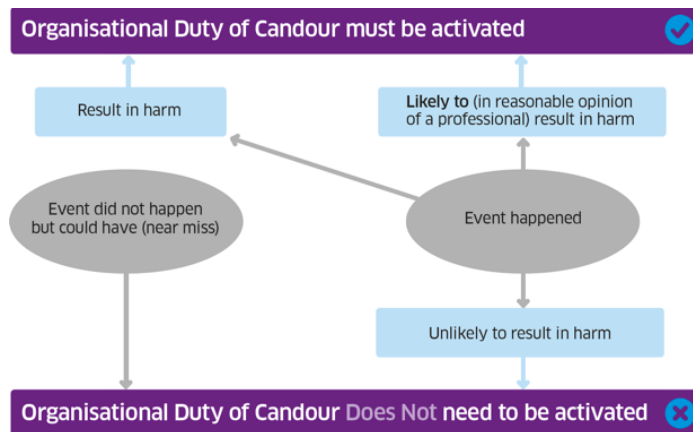
Incident Report: During the reporting period there have been no incidents which applied to the Duty of Candour.

Detailed Table of Type of Unexpected or Unintended Incidents and number of times this has happened

Someone has died	0
Someone has permanently less bodily, sensory, motor, physiological or intellectual function	0
Someone's treatment has increased because of harm	0
The structure of someone's body has increased because of harm	0
Someone's life expectancy becomes shorter because of harm	0
Someone's sensory, motor or intellectual functions are impaired for 28 days or more	0
A person needed health treatment to prevent them dying	0
A person needed health treatment to prevent other injuries	0

Information about our policies and processes: When something has happened that triggers the duty of candour, our staff report this to their line

manager and to the registered manager (the Principal) who has the responsibility for ensuring the duty of candour procedure is followed, the staff member records the incident and this is reviewed by their manager and the health & safety coordinator. Duty of candour reporting has been aligned to our internal accident /incident reporting procedure and we follow the process set out by the Scottish Government. EMAS has a Duty of Candour Policy and all staff undertake Duty of Candour training as part of their induction.



Where an incident occurs we must report this to the Care Inspectorate. When an incident has happened the manager, H & S coordinator and staff must set up a learning review. This allows everyone involved to review what happened and identifies any changes for the future.

In summary: This is the sixth year of the duty of candour being in operation and it continues to be a learning experience for us. We have also supported staff in understanding the process. As required, we have submitted this report to the Care inspectorate. As part of our core values to be open and honest we have placed it on our website.

If you would like more information, please contact:

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