

MERCHISTON



Duty of Candour Annual Report

01 April 2023 – 31 March 2024

Duty of Candour Lead and Child Protection Coordinator: Danny Rowlands

Issue Date: 01 April 2024

Review Interval: Annual

DUTY OF CANDOUR REPORT 2023-2024

All health and social care services in Scotland have a Duty of Candour. This is a legal requirement which means that when unintended or unexpected events happen that result in death or harm as defined in the Act, 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 how the Duty of Candour is implemented in our services. This report describes how Merchiston has established a policy, ensured that all staff are aware with training and has operated the Duty of Candour during the time between 01 April 2023 and 31 March 2024. We hope that you find this report useful.

Whilst a school context may not have many incidents involving the Duty, it is important to have the correct structures in place to be able to identify any opportunities for learning and improvement through our adverse event process or following feedback from other health and social care services.

1. About Merchiston Castle School

Merchiston is an independent day and boarding school for boys aged 7-18 located in the Colinton area of Edinburgh. The School is registered with the Registrar for Independent Schools in Scotland and the Care Inspectorate and Education Scotland carry out regular inspections and publish reports on the School's provision.

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

Between 01 April 2023 and 31 March 2024, there were no incidents where the Duty of Candour applied.

3. To what extent did Merchiston follow the Duty of Candour policy and procedure?

It was not necessary to follow the procedure established in our policy as there were no relevant incidents. The policy has been followed with the writing of this report.

4. Information about our policy and procedures

Our policy states that any event will be reported to the Care Inspectorate within the Notifications procedure on their e-Forms platform. Staff are reminded of policy and procedures on an annual basis as part of our In-Service Training programme. All incidents notified in this period have required the School to state that the Duty of Candour has NOT been required.

5. Other information

This is the sixth year of the Duty of Candour being in operation and it is now fully embedded in the School's processes. As required, this is our annual report and it has been published on the School's website and the following summary statement added to our statutory accounts return.

“In line with Merchiston’s policy to fully engage with our Duty of Candour responsibilities, an annual report is available on the School website. In the year 01 April 2023 – 31 March 2024, there were no incidents involving the Duty of Candour.”

If you would like further information regarding this report, please contact:

Danny Rowlands
Deputy Head Wellbeing
Merchiston Castle School
Colinton Road
Edinburgh
EH13 0PU

Email: cpc@merchiston.co.uk