



STRATHALLAN SCHOOL

**Duty of Candour Annual Report
1 April 2023 to 31 March 2024**

Duty of Candour Lead & Designated Child Protection Lead Officer: Laura Sibbitt

Report dated: 1ST April 2024

Strathallan School Duty of Candour Annual Report 2023/24

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 of Candour is that Strathallan School publishes an annual report about how the Duty is implemented within the school. This report describes the steps taken by Strathallan to comply with the Act and how Strathallan has operated the Duty of Candour during the time between 1 April 2023 and 31 March 2024.

1. About Strathallan School.

Strathallan School is a co-educational independent day and boarding school for pupils aged 5 to 18 years located in the Earn Valley on the edge of the village of Forgandenny. The School is a charity registered in Scotland and is a member HMC school. 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 services.

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

Between 1 April 2023 and 31 March 2024, there were no incidents to which the Duty of Candour applied.

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

It was not necessary to follow the procedure as there were no relevant incidents.

4. Information about the Duty of Candour procedure.

The key steps Strathallan's Duty of Candour Procedure are:

- 4.1 Notify the person and / or their family / care that an unintended or unexpected incident has occurred that has resulted in harm and that the duty of candour procedure will be activated.
- 4.2 Make an apology for what has happened.
- 4.3 Report through local (Perth and Kinross Council / NHS Tayside) systems and follow local procedures which will involve carrying out a review of the incident and ensure that the person and / or their family are included in a manner that meets their needs (ensuring that the review is undertaken by an individual not involved in the incident).
- 4.4 Arrange to meet with the person involved and / or their family to explain what has gone wrong and the actions that will be taken
- 4.5 Provide a written account to the person involved and / or their family should the person wish this (whilst the person may not want a written account, this will always be offered).

- 4.6 Ask how the person wants information to be provided to them and advise them on how the School is going to store the information
- 4.7 Outline the support available for those affected including the person involved and / or their family as well as staff involved
- 4.8 Record, report and monitor the incident to ensure that lessons are learned and shared.
- 4.9 Publish an annual report on the number of incidents which have occurred at the School within the year.

5. Other information.

As required, this is the School's annual report and it has been published on the School's website.

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

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