



St Leonards School Duty of Candour Annual Report
01 January 2024 - 31 December 2024
Duty of Candour Lead and Child Protection Coordinator: Mrs Julianne Pennycook
Issue Date: 06 March 2025
Review Interval: Annual

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 St Leonards has established a policy, ensured that all staff are aware with training and we have operated the Duty of Candour during the time between 1 April 2024 and 31 March 2025.

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 St Leonards School:

St Leonards is an independent day and boarding co-educational school for pupils aged 5-18 located in St Andrews, Fife. 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 January 2024 - 31 December 2024, there were no incidents where the Duty of Candour

applied.

3. To what extent did St Leonards 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

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.

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

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