



*A unique family of independent  
schools for boys and girls*

## **ESMS BOARDING AND NURSERY 2024 - 2025 DUTY OF CANDOUR REPORT**

All health and social care services in Scotland have a Duty of Candour. This is a legal requirement which means that when a serious adverse event happens, 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 ESMS operated the Duty of Candour between 1 April 2024 and 31 March 2025. We hope you find this report useful. For ESMS, the Duty of Candour is relevant only to our Nursery and Boarding provision. Please note that our Boarding provision closed in July 2024.

### **1. About ESMS**

ESMS is a split site day school in Edinburgh. We have about 2556 children in the school. ESMS Nursery is in partnership with the City of Edinburgh and offers fully funded Early Learning and Childcare places for 160 children.

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

*The information below for the Boarding House relates to 1 April 2024 to 1 July 2024*

<b>Type of unexpected or unintended incident number of times this happened</b>	<b>ESMS Nursery</b>	<b>ESMS Boarding House</b>
Someone has died	0	0
Someone has permanently lost bodily, sensory, motor, physiologic or intellectual functions	0	0
Someone's treatment has increased because of harm	0	0
The structure of someone's body changes because of harm	0	0
Someone's life expectancy becomes shorter because of harm	0	0
Someone's sensory, motor or intellectual functions is impaired for 28 days or more	0	0

In the last year, there have not been any incidents to which the Duty of Candour was 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.

<b>Type of unexpected or unintended incident number of times this happened</b>	<b>ESMS Nursery</b>	<b>ESMS Boarding House</b>
Someone experienced pain or psychological harm for 28 days or more	0	0
A person needed health treatment in order to prevent them dying	0	0
A person needing health treatment in order to prevent other injuries	0	0

### **3. To what extent does ESMS follow the Duty of Candour procedure?**

In the event of an incident, we alert the Care Inspectorate, inform the parents affected, apologise to them, and meet with them. We would review the incident and consider what went wrong to try and learn for the future and involve the parents in helping us improve procedures.

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

Where something has happened that triggers the Duty of Candour, our staff report this to the Head of the Junior School for Nursery incidents who has responsibility for ensuring that the Duty of Candour procedure is followed. The Principal will also be informed. The delegated member of staff records the incident and reports as necessary to the Care Inspectorate. When an incident has happened, 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 would make arrangements to provide welfare support as necessary.

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

If any of the above incidents had occurred this year, we would follow 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.

### **6. Other Information**

This is the seventh year of the Duty of Candour being in operation.