



# Largs Early Years Centre

## 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 things go wrong and mistakes happen, 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 Largs Early Years has operated the duty of candour during the time between 1 April 2024 and 31 March 2025.

### 1. Largs Early Years Centre

Largs Early Years Centre is situated within the Largs Campus and opened in March 2018 after the amalgamation of three early years classes. It is a local authority centre that provides early learning and childcare to children aged 2- 5 years and follows national guidelines.

### 2. How many incidents happened to which the duty of candour applies?

In the last year, there has been no incidents to which the duty of candour has applied. These are where types of incident that have happened which are unintended or unexpected, and do not relate directly to the natural course of someone's illness or underlying condition.

#### Type of unexpected or unintended incident

Type of unexpected or unintended incident	Number of times this happened
Someone has died	0
Someone has permanently less bodily, sensory, motor, physiologic or intellectual functions	0
Someone's treatment has increased because of harm	0
Someone's life expectancy becomes shorter because of harm	0
Someone's sensory, motor or intellectual functions is impaired for 28 days or more	0
Someone experienced pain or physiological harm for 28 days or more	0
A person needed health treatment in order to prevent them dying	0

A person needing health treatment in order to prevent other injuries	0
--	---

### **3. To what extent did Largs Early Years Centre follow the duty of candour procedure?**

Largs Early Year Centre will follow the correct procedures. This would be informing parents affected, apologising and offering to meet with them. Further steps would be reviewing any incident, what went wrong and implementing any change to prevent future incidents.

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

Where something has happened that triggers the duty of candour, staff would report this to the Head of Centre, who has responsibility for ensuring that the duty of candour procedure is followed. The Head of Centre would record the incident and report as necessary to both the Senior Manager for Early Years and The Care Inspectorate. When an incident has happened, the Head along with the staff team would have a review. This allows everyone involved to review what happened and identify changes for the future.

All new staff will learn about the duty of candour at their induction. We know that serious mistakes can be distressing for staff as well as people who use care and their families. We have occupational support in place through North Ayrshire Council for our staff if they have been affected by a duty of candour incident.

Where parents or children are affected by the duty of candour, we have arrangements in place to provide welfare support as necessary.

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

All staff have made aware of the changes with the duty of candour and given information about it as well as how this will be reported. We will review our policies and procedures to ensure it is reflected.

### **6. Other information**

As required, we have submitted this report to the Care Inspectorate but in the spirit of openness we have also placed it on our website and shared it with our families too.

If you would like any other information please do not hesitate to contact any of the senior management team.