



Duty of Candour Report – Annick Primary School

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 Annick Early Years operated the duty of candour during the time between 1 April 2025 to March 31st 2026. We hope you find this report useful.

1. About Annick Early Years

Annick Early Years provides Early Learning and Childcare for children aged 2 to 5 years. The provision is offered Monday to Friday 8-6pm. The care service is provided to a maximum of 52 children who are not attending primary school at any one time, of those whom no more than 12 are aged 2-3 years old and; no more than 40 age 3 years to those who are not attending primary school full time. Children have opportunities to experience a wide range of learning opportunities both indoors and outdoors.

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

In the last year, there have been **no** incidents to which the duty of candour 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.

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 Annick Early Years Provision follow the duty of candour procedure?

Annick Early Years 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, our staff report this to the Early Years Manager, who has responsibility for ensuring that the duty of candour procedure is followed. The Early Years Manager records the incident and reports as necessary to both the Head Teacher and The Care Inspectorate. When an incident has happened, the Early Years Manager and staff will set up a learning review. This allows everyone involved to review what happened and identifies changes for the future.

All new staff 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?

We have had no incidents that have triggered the duty of candour. We continue to monitor procedures carefully.

6. Other information

This is the **fifth** year of the Duty of Candour being in operation and it continues to be a learning experience for our Early Years. It reminds us that the people who use care have the right to know when things go badly, as well as when they go well.

As required, we have submitted this report to the Care Inspectorate but have a paper copy available for all staff within the establishment as well as new staff joining our team.