

## Sample Duty of Candour Report

### 1. About Beith Early Years Class

Beith Early Years Class provides an early learning and childcare service for 96 children aged 3-5 at any one time. We provide a service to children from 07:45 – 17:30. We are a local authority provision based in Beith.

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

In the last year, there have been 0 incidents to which the duty of candour applied. These are where the types of incident have happened that are unintended or unexpected and do not relate directly to the natural course of someone's illness or underlying condition.

#### Types of Unexpected or Unintended Incident Number of Instances

- A person has died 0
- A person has a loss of bodily, sensory, motor, physiological or intellectual function on a permanent basis 0
- A person's treatment has increased as a result of harm 0
- A person's body structure has changed as a result of harm 0
- A person's life expectancy becomes shorter as a result of harm 0
- A person's sensory, motor or intellectual function is impaired for 28 days or more 0
- A person experienced pain or psychological 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 Anytime Nursery follow the duty of candour procedure?

N/A

### 4. Information About Our Policies and Procedures

All new staff learn about duty of candour during their induction. Where an incident has occurred that triggers the duty of candour, our staff report this to the Head Teacher who has the responsibility for ensuring that the duty of candour procedure has followed.

The Head of Establishment records the incident and reports as necessary to the Care Inspectorate. When an incident has happened, the Head of Establishment and staff have a Lessons Learned review meeting. This allows everyone involved to review what happened

and identify changes for the future. These changes would then be reflected by updating the policies and procedures

We know that serious incidents can be distressing for staff and we are able to refer staff to the Council's Occupational Health Service.

5. What has changed as a result?

N/A

6. Other Information

The duty of candour has reminded us that people who use the service have a right to know when things go wrong. We have passed a copy of this report to the Care Inspectorate and our parents.

If you would like more information about our early learning and childcare provision, please contact us on [beith@ea.n-ayrshire.sch.uk](mailto:beith@ea.n-ayrshire.sch.uk) or telephone 01505502363

Yours sincerely,

Amy McDonnell