**Duty of Candour Report**

**2024- 2025**

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.

**1. About Corsehill Early Years Class**

Corsehill Early Years Class is an Early Years Class within the associated Primary School.  The class provides learning and childcare for 2 year old, ante-pre and pre-school children. The Early Years Class provides of a variety of experiences designed to aid the cognitive, social and development of 2 year old, ante-pre and pre-school children.

**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 incident 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 Corsehill Early Years Class follow the ‘Duty of Candour’ procedure?**

Corsehill 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 Headteacher, who has responsibility for ensuring that the ‘Duty of Candour’ procedure is followed. The HT records the incident and reports as necessary to the Care Inspectorate. When an incident has happened, the HT 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 and there is information that can be referred to in our own Operational Guide. We know that serious mistakes can be distressing for staff as well as people who use our 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?**

No policies and procedures have changed at Corsehill Early Years class as a result of the ‘Duty of Candour’.

**6. Other information**

The ‘Duty of Candour’ continues to help us to remember that 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 in the spirit of openness we have also placed a copy in our cloakroom to share with families.

If you would like more information please contact us using these details:

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