



Skelmorlie Early Years Class

Day Care of Children Services



Duty of Candour Reporting – Nil Return

Background

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 our early learning and childcare service has operated its duty of candour during the time between 7th January 2024 and 7th January 2025.

1. 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.

2. 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.

If you would like more information about our early learning and childcare provision, please contact us on 01475 520997.

Yours sincerely

Lynne Cathcart
Head Teacher