

Communities & Education Directorate

St John Ogilvie Primary & Early Years School

Head Teacher: Pauline McCulloch

13 Towerlands Farm Road,

Irvine. KA11 1PZ

Tel: 01294 218823

E-Mail: stjohnogilvie@ea.n-ayrshire.sch.uk



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DUTY OF CANDOUR ANNUAL REPORT 2022

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 who are 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 St John Ogilvie Early Years. This short report describes how our early learning and childcare service has operated its duty of candour during the time between 1 April 2021 and 31 March 2022.

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

In this period of time, there have been no incidents to which the duty of candour applied.

2. Information about our new policies and procedures

All new staff will 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 Early Years Manager and Head Teacher who has responsibility for ensuring that the duty of candour procedure is followed.

The Early Years Manager or Head Teacher records the incident and reports as necessary to the Care Inspectorate. When an incident has happened, the Head Teacher or Early Years Manager 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 to the Council's Occupational Health Service.

If you would like more information regarding our early learning and childcare provision, please contact us on 01294 218823.

Yours sincerely

Tammie O'Brien
Early Years Manager