



## West Kilbride Early Years Class

### Duty of Candour Report June 2026

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 West Kilbride Early Years Class**

West Kilbride Early Years Class is an Early Years Class within the associated Primary School. The class provides learning experiences for ante-pre and pre-school children aged 3-5 across [one daily session from 9am-3pm](#) during term-time hours, with a capacity for 24 children in each session- although parents can choose to use a blended model with other childcare providers using a mix of full days, mornings and afternoons. The Early Years Class provides a variety of activities and experiences designed to aid in the cognitive and social learning and development of ante-pre and pre-schoolers before they enter primary school.

#### **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 West Kilbride Early Years Class follow the 'Duty of Candour' procedure?**

West Kilbride Early Years Class will follow the correct procedures should an incident arise. 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, Mrs Carson, 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 Guidance. 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 West Kilbride Early Years Class as a result of the 'Duty of Candour' in the 2025-2026 academic session.

## **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.

This 'Duty of Candour' report has been published on our website and is also displayed within our EYC setting.

If you would like more information about West Kilbride Early Years Class, please feel free to get in touch:

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