



## **Heathfield Early Years Centre Duty of Candour Report April 2025-2026**

The new Duty of Candour came into effect on 1 April 2018. It affects all health, social work and care services except childminders. It means that services must take specific steps to carry out their Duty of Candour when a serious adverse event happens. They will need to let the people affected know, offer to meet with them, and apologise. This is an important part of being open with people who experience care, and also learning from things that go wrong.

Starting from April 2019, care services and social work services must, by law, produce a short annual report showing the learning from their Duty of Candour incidents that year, publish it, and notify us that it has been published. That means the annual report services produce will cover the period April 2025 to April 2026. This short report describes how Heathfield Early Years Centre has operated the Duty of Candour during the time between 1 April 2024 and 31 March 2026

### **1. About Heathfield Early Years Centre**

Heathfield Primary Early Years Centre is non-denominational and co-educational and provides Early Years Centre education for children between the ages of three and five. It has a maximum capacity for 54 children and currently operates with full day sessions. The Early Years Centre comes under the management, supervision and direction of the Head Teacher, Gaenor Hardy

Kelly Kotze, Depute Manager and Natalie Spence, Depute Head Teacher are responsible for the day-to-day management of the Early Years Centre. In Heathfield Early Years Centre we aim to provide a service of the highest quality for you and your child by:

- Providing a safe, welcoming environment in which your child will feel happy, secure and valued.
- Providing a stimulating learning environment meeting the developmental needs and interests of your child.
- Offering a range of learning experiences and activities to foster the emotional, social, physical, creative and intellectual development of your child.
- Nurturing, challenging and supporting your child in all aspects of his/her development.

### **2. How many incidents happened to which the Duty of Candour applies?**

In the last year, there has been no incident 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<br>April 2025-April 2026 |
|---------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| <b>Someone has died</b>                                                                           | 0                                                      |
| <b>Someone has permanently less bodily, sensory, motor, physiologic or intellectual functions</b> | 0                                                      |
| <b>Someone's treatment has increased because of harm</b>                                          | 0                                                      |
| <b>The structure of someone's body changes because of harm</b>                                    | 0                                                      |
| <b>Someone's life expectancy becomes shorter because of harm</b>                                  | 0                                                      |
| <b>Someone's sensory, motor or intellectual functions is impaired for 28 days or more</b>         | 0                                                      |
| <b>Someone experienced pain or psychological harm for 28 days or more</b>                         | 0                                                      |
| <b>A person needed health treatment in order to prevent them dying</b>                            | 0                                                      |
| <b>A person needing health treatment in order to prevent other injuries</b>                       | 0                                                      |

### **3. To what extent did Heathfield Early Years Centre follow the Duty of Candour procedure?**

Heathfield Early Years Centre implemented the Duty of Candour policies and procedures to come into effect within our service from the 1st of April 2018. The DHT has responsible for ensuring:

- that the procedure is carried out
- reporting to HT and keeping them informed
- that training which is required by the regulation is undertaken
- that training/ support and supervision is provided to any persons carrying out any part of the procedure as required by the regulations.
- reporting annually on the Duty.

### **4. Information about our policies and procedures**

Where something has happened that triggers the Duty of Candour, our staff report this to the DHT who has responsibility for ensuring that the Duty of Candour procedure is followed. The DHT records the incident and reports as necessary to both the Head Teacher and The Care Inspectorate. When an incident has happened, the DHT and HT review the situation and share this with all staff. This allows everyone involved to review what happened and identifies changes for the future.

Where parents or children are affected by the Duty of Candour, will provide welfare support as necessary.

### **5. Other information**

Care Inspectorate have been notified through our Annual Return and this report published on our website.

Further information : <https://www.careinspectorate.com/index.php/duty-of-candour>