



Duty of Candour Annual Report

Name of Service: Woodpark Nursery Class

Date of Report: 28 February 2025

Duty of candour is a legal obligation for organisations providing health, social work and care services to be open and honest when an unexpected incident causes harm or has the potential to cause harm. An important part of this duty is to produce and publish an annual report about the duty of candour in our service. The following report details how we have operated the duty of candour between the dates 28th February 2024 and 28th February 2025.

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

Type of Unexpected or Unintended Incident	Number of Times This Happened
Someone has died.	0
Someone has a permanent lessening of bodily, sensory, motor, physiologic or intellectual functions.	0
Someone's treatment has increased because of harm.	0
The structure of someone's body has changed because of harm.	0
Someone's life expectancy has been shortened because of harm.	0
Someone experienced a sensory, motor or intellectual impairment for 28 days or more.	0



Someone experienced pain or psychological harm for 28 days or more.	0
Someone needed healthcare treatment to prevent them from dying.	0
Someone needed healthcare treatment in order to prevent other injuries.	0

2. Information about our policies and procedures

If an incident occurs that triggers duty of candour, staff will report it to their Senior Management and Leadership Team or Manager. They will notify the parents/carers of the child as soon as possible and inform the Care Inspectorate. A review will be carried out into the circumstances of the incident and to allow everyone involved to reflect on what happened and identify any changes for the future. Pastoral support is offered to all staff, parents/carers and children involved in a duty of candour incident as it is recognised that this can be an upsetting experience.

3. What changed as a result of any duty of candour incidents?

We have made the following changes in response to duty of candour incidents:

4. Other information

If you would like more information about our service, please contact us using the details below:

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