

Duty of Candour annual report template



Auchinairn EYC

Duty of Candour Annual Report

The Duty of Candour underpins the Scottish Government's commitment to openness and learning which is vital to the provision of the safe, effective and person-centred health and social care.

A Duty of Candour procedure should be followed when an unexpected or unintended incident has occurred, where the incident results in:

- Someone has died
- Someone has permanently less bodily, sensory, motor, physiologic or intellectual functions
- Someone's treatment has increased because of harm
- The structure of someone's body changes because of harm
- Someone's life expectancy becomes shorter because of harm
- Someone's sensory, motor or intellectual functions is impaired for 28 days or more
- Someone experienced pain or psychological harm for 28 days or more
- A person needed health treatment in order to prevent them dying
- A person needing health treatment in order to prevent other injuries

About Auchinairn EYC

- Local authority centre with the registered capacity 127 of children at any one time.
- **Extended Year** - Day care of children provided between the hours of 8am and 6pm.
- **28** - Early Years Workers and **3** Early Years Support workers

Procedures to follow in the case of an Incident where duty of candour would be actioned:

- All incidents reported to HT/ HOC and local authority
- Reported as necessary to Care Inspectorate and EDC Health & Safety
- Review of incident with involved staff
- Risk assessment carried out
- Adaptations carried out when necessary
- Wellbeing Support available for staff affected by incident
- Supports offered to children and families affected by incident

1. How many incidents have occurred to which the Duty of Candour applies?

There have been **0** of incidents between January 2022 and January 2023 to which Duty of Candour has applied.

2. If so, have the correct persons been notified?

N/A

Duty of Candour produced on:

March 13 2023

Created by: Janet Brady

To be reviewed on: January 2024

***This should be updated and uploaded to your website in January annually**