

Duty of Candour Annual Report Template



Bearsden Early Years Centre

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 Bearsden EYC

Bearsden Early Years Centre is a local authority run children's Early learning and childcare service. We provide day care to children between the hours of 8am and 6pm.

- Local authority centre with the registered capacity for It is registered for 79 3-5 year olds and 16 2-3 year olds at any one time.
- The centre is linked to Bearsden Primary and share a Headteacher, Annamarie Conway.
- **Extended Year** Day care of children provided between the hours 8am- 6pm.
- **30** Early Years staff.

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** incidents between January 2024 and January 2025 to which Duty of Candour has applied.

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

n/a

Duty of Candour produced on: January 2025

Created by: Annamarie Conway, Headteacher

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