

# 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 2025 and January 2026 to which Duty of Candour has applied.

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

n/a

Duty of Candour produced on: January 2026

Created by: Annamarie Conway, Headteacher

To be reviewed on: January 2027