

## **Duty of Candour annual report template**



### **Twechar Early Years Centre**

#### **Duty of Candour Annual Report 2024- 2025**

**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 Twechar Early Years Centre:**

- Local authority centre with the registered capacity for **42** children at any one time.
- Linked to Twechar Primary School.
- Extended Year day care of children is provided between the hours of 8am-6pm.
- 16 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 (Delete as appropriate)

Duty of Candour produced on: January 2025

Created by: Tracy Dodds (Depute Head of Centre)

To be reviewed on: January 2026

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