

## **Park Primary ELC Duty of Candour Report**

### ***April 2022- March 2023***

#### **Introduction**

All health and social care services in Scotland have a duty of candour. This is a legal requirement which means that when things go wrong and mistakes happen, the people affected understand what has happened, receive an apology, and that organisations learn how to improve for the future.

An important part of this duty is that we provide an annual report about the duty of candour in our services. This short report describes how Park Primary ELC has operated the duty of candour during the time between 1<sup>st</sup> April 2022 and 31<sup>st</sup> March 2023.

Park Primary ELC has space for 20 three-five year olds. There are three childcare and education practitioners. Since August 2021, our opening hours have been 8.45-2.45 pm on week days during term time.

#### **How many incidents happened to which the duty of candour applies?**

In the year above there were no incidents to which the duty of candour applied.

These are where types of incident have happened which are unintended or unexpected, and do not relate directly to the natural course of someone's illness or underlying condition.

<b>Type of unexpected or unintended incident</b>	<b>Number of time this happened</b>
Someone has died	0
Someone has permanently less bodily, sensory, motor, physiologic or intellectual functions	0
Someone's treatment has increased because of harm	0
The structure of someone's body changed because of harm	0

Someone's life expectancy becomes shorter because of harm	0
Someone's sensory, motor or intellectual function is impaired for 28 days or more	0
Someone experienced pain or psychological harm for 28 days or more	0
A person needed health treatment in order to prevent them dying	0
A person needed health treatments in order to prevent other injuries	0

### **To what extent did Park Primary ELC follow the duty of candour procedure?**

Duty of candour procedures were not required between 1 April 2022 and 31 March 2023. Had any of the events listed above happened, we would have followed the correct procedures. This means we would have informed the parents affected, apologised to them, and offered to meet with them. We would have reviewed what happened and what went wrong to try to learn for the future.

### **Information about our policies and procedures**

Where something has happened that triggers the duty of candour, our staff report this to the Head Teacher who has responsibility for ensuring that the duty of candour procedure is followed. The Head Teacher records the incident and reports as necessary to the Care Inspectorate. When an incident has happened, the Head Teacher and staff set up a learning review. This allows everyone to review what happened and identify changes for the future.

All new staff learn about the duty of candour at their induction. We know that serious mistakes can be distressing for staff as well as people who use care and their families.

### **What has changed as a result?**

Not applicable