

## Auchinairn Early Years Centre



### Duty of Candour Report

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 Auchinairn Early Years Centre has operated the duty of candour during the time between 1 January 2023 and 31 December 2023. We hope you find this report useful. (Please see Scottish Statutory Instruments Document No.57 (2018) in with this policy in our Policy and Procedures folder.)

#### **About Auchinairn Early Years Centre**

Auchinairn EYC is a local authority managed children's learning and day care service. It is registered for 80 3-5 year olds, 15 2-3 years olds and 16 outdoor places. We provide day care to children between the hours of 8am and 6pm. All 3-5 year olds and entitled 2 year olds receive 1140 hours and free lunches.

1. How many incidents happened to which the duty of candour applies  
In the last year, there have been no incidents to which the duty of candour applies.
2. Information about our policies and procedures  
Where something has happened that triggers the duty of candour, our staff report this to the Head of Centre who has responsibility for ensuring that the duty of candour procedure is followed. The Head of Centre records the incident and reports as necessary to the Care Inspectorate. When an incident has happened, the Head of Centre and staff set up a learning review. This allows everyone involved 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. We have occupational welfare support in place for our staff if they have been affected by a duty of candour

incident. Where parents or children are affected by the duty of candour, we have arrangements in place to provide welfare support as necessary.

3. Other information

As required, we have submitted this report to the Care Inspectorate but in the spirit of openness we have placed this on our website and shared it with our parents too.

In the event that the Head of Centre is not in the building the Depute will follow this policy.

Signed:.....

May 2024