**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 Woodburn Primary School ELC has operated the duty of candour during the time between 1 April 2020 and 31 March 2021. We hope you find this report useful.

**1. About Woodburn Early Learning and Childcare Centre**

WELC currently provides places for 112 children over a 4 model arrangement with 80 children attending the service at any one time. We currently provided blended learning with Vogrie Early Learning and Childcare Centre.

**2. 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 applied.

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| **Type of unexpected or unintended incident** | **Number of times this happened** |
| 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 changes because of harm | 0 |
| Someone’s life expectancy becomes shorter because of harm | 0 |
| Someone’s sensory, motor or intellectual functions is impaired for 28 days or more | 0 |
| A person needed health treatment in order to prevent them dying | 0 |
| A person needing health treatment in order to prevent other injuries | 0 |

**3. To what extent did Woodburn ELC follow the duty of candour procedure?**

Due to no incidents occurring, the duty of candour procedure was not applied. Had any incidents taken place, the Head Teacher or Depute Head Teacher would have followed the procedure.

**4. Information about our policies and procedures**

If any incident occurs that triggers the duty of candour, our staff reports this to the Head Teacher, Depute Head Teacher and/or the Early Years Community Manager. They have the responsibility for ensuring that the Duty of Candour procedure is followed. They record the details of the incident and where necessary, report to the Care Inspectorate. If an incident takes place, the SLT and ELC staff carry out a review. This allows everyone involved to review what happened, and identify changes for the future. The parents / carers of the children involved are made aware of the incident.

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.

**5. What has changed as a result?**

As no incidents occurred that triggered the duty of candour procedure, no changes have been made. There was one near miss recorded within the nursery and reported to the Care Inspectorate. As a result a review of the environment was carried out and new measures taken to ensure all children and staffs safety.

**6. Other information**

This is the first year of the duty of candour being in operation and it has been a learning experience for our nursery staff. It has encouraged staff to reflect and evaluate the environment and learning that our young people in our care experience. Through following our nursery policies and procedures, we minimise risks and act immediately to keep all learners and staff safe.

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

If you would like more information about our ELC, please contact us using these details:

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