

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 2023 and 31 March 2024. We hope you find this report useful.

1. About Woodburn Early Learning and Childcare Centre

WELC currently provides places for 100 children, with 80 children attending at any time. We currently provided blended learning with Vogrie Early Learning and Childcare Centre and other local Partner Providers.

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.

| 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 and/or Deputy Head Teacher. 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.

We know that serious mistakes can be distressing for children and families as well as the staff team. Where parents or children are affected by the duty of candour, we have arrangements in place to provide welfare support as necessary. We have occupational welfare support in place for our staff if they have been affected by a duty of candour incident.

5. What has changed as a result?

As no incidents occurred that triggered the duty of candour procedure, no changes have been made. There have been other incidents that although have not resulted in duty of candour have required review. As a result we have reviewed these individual incidents and used resources through SIMOA to prevent any accidents/incidents where possible. We are periodically reviewing the accidents and incidents to explore patterns or repeat occurrences to investigate.

6. Other information

Duty of Candour 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:

Telephone number 0131 271 4715

Email: woodburn_ps@midlothian.gov.uk