

## Meadowburn Early Years Centre



### Duty of Candour Annual Report

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;

- The death of a person
- Severe harm to a person
- Emergency treatment from a health professional

### About Meadowburn Early Years Centre

- Local authority centre with the registered capacity for 64 children at any one time.
- Linked to Meadowburn Primary School
- Day care of children provided between the hours of 8am and 6pm.
- 20 Early Years Centre staff

### Procedures to follow in the case of an Incident where duty of candour would be actioned

- All incidents reported to DHoC/HT
- Reported as necessary to Care Inspectorate and EDC Health & Safety Team
- Review of incident with involved staff/ all staff
- Risk assessment carried out
- Adaptations carried out where 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 2023 and January 2024 to which Duty of Candour has applied.

#### **2. If so, have the correct persons been notified?**

N/A

### This information will be displayed on Nursery Website

Duty of Candour produced on: January 2024

Created by: Louise Martin - Depute Head of Centre

To be reviewed on: January 2025