

Tweedbank Early Learners (SCIO) Duty of Candour Report - 2019

Tweedbank Early Learners (SCIO) is registered with The Care Inspectorate to provide a care service to a maximum of 33 children aged from 2 years to those not yet attending primary school. We aim to provide high quality Early Learning and Childcare to improve outcomes for all of our children and families in order that children meet their full potential

In the last year: **January to December 2019** there have been **0** 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.

Duty of Candour Record:

Type of unexpected or unintended incident	Number of times this happened
Someone has died.	0
Someone has permanently lost bodily, sensory, motor, physiologic or intellectual functions	0
Someone's life expectancy becomes shorter because of harm.	0
A person needing health treatment in order to prevent other injuries.	0
A person needed health treatment in order to prevent them dying.	0

Whenever any member of the Tweedbank Early Learners (SCIO) team realised that any of the above incidents had occurred, our policy and procedures were followed correctly in **0** occasions. This means we informed the people affected and apologised to them and offered to meet with them. In each case, we reviewed what happened and what went wrong to try and learn for the future.

Or

As no incidents have occurred during this reporting period no actions were required to be taken in terms of Duty of Candour.

Where something has happened that triggers the Duty of Candour, our staff report this to the Manager of Tweedbank Early Learners (SCIO) who has responsibility for ensuring that the Duty of Candour procedure is followed. The Manager records the incidents and reports them as necessary to The Care Inspectorate.

All new staff learn about the Duty of Candour at their induction and undertake the Duty of Candour online Learning Module. We know that serious mistakes can be distressing for staff as well as people who use our service and their families.

During this reporting period **0** staff carried out the online module.

At the time of publishing this report (11/02/2020) 5 staff have successfully completed the online module

As required, we have confirmed completion of this report to the Care Inspectorate via e-forms, we have published the report on our website, and shared it with our service users

Trustee & Manager
Annmarie Robertson

Senior Early Years Practitioner
Lynn Law

Trustee
Kirsty Wheatley

Trustee
Kim Carter