



ANNUAL DUTY OF CANDOUR REPORT

DATE OF REPORT – 16/04/2021

For timescale - August 2020 – March 2021

All Health and Social Care services in Scotland have a duty of candour, this supports the Scottish Governments commitment to openness and learning. This is a legal requirement which means when unexpected or unintended incidents happen a specific procedure is followed. The Policy ensures that when things go wrong and mistakes happen, the people affected understand what has happened, receive an apology, and that organisations learn from their mistakes moving forward to improve practice. A part of this policy is to produce an annual report at the end of each financial year. The responsible person must prepare the annual report, for the purpose of this report the responsible person is, the **Magic Roundabout Childcare Centre Ltd.**

THE NUMBER OF INCIDENTS THAT ACTIVATED THE DUTY OF CANDOUR PROCEDURE: 0

THE NATURE OF EACH INCIDENT: N/A

THE EXTENT TO WHICH THE MAGIC ROUNDABOUT CHILDCARE CENTRE LTD CARRIED OUT THE DUTY OF CANDOUR: N/A

INFORMATION ABOUT OUR POLICIES AND PROCEDURES

If an incident occurs that activates the Duty of Candour, our staff will immediately report the incident to the manager of the setting who has the responsibility of ensuring that the Duty of Candour procedure is followed correctly. The manager will record the incident and report it to the Care Inspectorate. During the investigation and review process the manager will consult with all parties of the incident. They will work together to learn from their mistakes and identify changes for the future. We know that serious mistakes can be distressing for staff as well as the people who use our setting. Where staff, parents or children are effected by the Duty of Candour, we will put arrangements in place to provide support as necessary.

CHANGES TO THE CENTRES POLICIES AS A RESULT OF THE ACTIVATION OF THE DUTY OF CANDOUR:

N/A