

West end Montessori Pre-School



Duty of Candour Annual report April 2019 – April 2020

West End Montessori Pre-School ELC centre is a registered with the Care Inspectorate to provide a care service to a maximum of 35 children aged 2 years for those not yet attending primary school. We aim to provide high quality care and education to improve outcomes for all of our children and families in order that they meet their full potential.

In the last year as detailed above, there have been no 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

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 Early Learning and Childcare manager 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 ELC service and their families.

During this reporting period all members of staff (10 in total) carried out the online module.

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