

## Duty of Candour Annual Report – Muthill Kiddy Club

Year:

**Muthill Kiddy Club is a children’s daycare service in Muthill, Perthshire for up to 20 children aged 3-12 years. We provide day care to children during term-time, 3pm-6pm, and during some school holidays, between 8.45am-5.15pm.**

Number of Duty of Candour incidents:

### **Policies and Procedures used for reporting and identifying incidents:**

Muthill Kiddy Club Duty of Candour Policy, in conjunction with information detailed in the references.

When something has happened that triggers the duty of candour, our staff will report this to the manager who has responsibility for ensuring the duty of candour procedure is followed. The manager records the incident and reports as necessary to the Care Inspectorate. The manager and staff will review the incident and what can be learned and will identify changes for the future.

***Use as much space as required for the following reporting. Where the number of Duty of Candour incidents is ‘0’, the following boxes can be left blank.***

Nature of Duty of Candour incidents:

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 are impaired for 28 days or more	0
Someone experienced pain or psychological harm 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

How was the duty carried out (e.g. following the correct procedure, informing parents, apologising, meeting with parents, reviewing the event and learn for the future):

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Were any changes to policies, procedures or practice made as a result of an incident (i.e. learning identified and shared, improvements made):

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Detail the support that was made available to individuals and staff:

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Report completed by:

Name: Jennifer McRae
Position: Manager
Date of completion: December 2019