

Annual Duty of Candour Report

Early Learning and Childcare Setting – Willow Den at Spartans	
Date	04/07/2025
<p>All health and social care services in Scotland have a duty of candour.</p> <p>This is a legal requirement which means that when things go wrong and mistakes happen, the people affected understand what has happened, receive an apology, and that organisations learn how to improve for the future.</p> <p>An important part of this duty is that we provide an annual report about the duty of candour in our services. This short report describes how our care service has operated the duty of candour during the time between 01 April 2024 and 31 March 2025. We hope you find this report useful.</p>	
1. How many incidents happened to which the duty of candour applies?	
0	
2. Information about our policies and procedures	
<p>If an incident occurs that triggers duty of candour, staff will report it to their Senior Management and Leadership Team or Manager. They will notify the parents/carers of the child as soon as possible and inform the Care Inspectorate. A review will be carried out into the circumstances of the incident and to allow everyone involved to reflect on what happened and identify any changes for the future.</p>	
3. Training	
<p>All new staff undertake training in duty of candour as part of their induction. Pastoral support is offered to all staff, parents/carers and children involved in a duty of candour incident as it is recognised that this can be an upsetting experience.</p>	
If you would like more information about our nursery, please contact us using these details:	
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