

Kilbarchan Community Nursery SCIO

Duty of Candour Annual Report

Year 2025

1	About the service: Kilbarchan Community Nursery SCIO is an Early Learning and Childcare Service situated in the village of Kilbarchan. The service is a community service managed by parents or carers of children using the service who are elected as trustees. The trustees employ a fully qualified staff team, including a manager, who run the nursery on a daily basis. The service is registered with the care Inspectorate for up to 56 children at a time, this total can include up to 20 school aged children. The service is in partnership with Renfrewshire Council, as a result of a successful tendering process, to provide funded early learning and childcare for children aged 3 years to school age. Out of school care is provided before and after school hours for children attending Kilbarchan Primary School. The service operates from a purpose-built building leased from Renfrewshire Council and is open from 8am – 6pm during Renfrewshire Council School term time.														
2	Information about our policies and procedures: All staff members complete duty of candour training as part of their induction. This is updated on 3 yearly cycles. Where an event happens that triggers a duty of candour, staff report this to the nursery manager or Senior staff member on duty who then takes responsibility for recording and reporting as appropriate to the parent or carer of the child as well as the Care Inspectorate. Support is put in place as required for the child and family and a full apology is given if the the service is found to be at fault.														
3	Number of incidents to which the duty of candour applies: Information about the incident: Date of Incident: <table border="1"><thead><tr><th>Type of unexpected or unintended incident</th><th>Number of incidents</th></tr></thead><tbody><tr><td>Someone has died</td><td></td></tr><tr><td>Someone has permanently less bodily, sensory, motor, physiological or intellectual functions</td><td></td></tr><tr><td>Someone's treatment has increased because of harm</td><td></td></tr><tr><td>The structure of someone's body has changed because of harm</td><td></td></tr><tr><td>Someone's life expectancy has become shorter because of harm</td><td></td></tr><tr><td>Someone's sensory, motor or intellectual functions were impaired for 28 days or more</td><td></td></tr></tbody></table>	Type of unexpected or unintended incident	Number of incidents	Someone has died		Someone has permanently less bodily, sensory, motor, physiological or intellectual functions		Someone's treatment has increased because of harm		The structure of someone's body has changed because of harm		Someone's life expectancy has become shorter because of harm		Someone's sensory, motor or intellectual functions were impaired for 28 days or more	
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	Someone experienced pain or psychological harm for 28 days or more	
	Someone needed health treatment in order to prevent them dying	
	Someone needed health treatment in order to prevent other injuries	
4	To what extent did Kilbarchan Community Nursery follow the duty of candour procedure?	
5	What changes have we made as a result?	
6	Other Information	

Report Completed by: Victoria Orr

Designation: Manager

Date of Report: 15/09/2025