Kidsize Club Ltd. – Out of School Club

Duty of Candour Report: 1 May 2025 - 30 April 2026

All health and social care services in Scotland have a duty of candour. 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 the organisation learns how to improve for the future. An important part of this duty is that we provide an annual report about the duty of candour during the time between 1 May 2025 and 30 April 2026.

1. About Kidsize Club Ltd.

Kidsize Club Ltd. is an out of school club located in The Clubhouse and Kingswells Primary School in Kingswells, Aberdeen, for children who attend Kingswells Primary School. We provide care from 7.30am - 9am and 3-6pm, Monday to Friday during term time.

2. How many incidents happened to which the duty of candour applies?

In the last year, there have been no incidents at Kidsize Club Ltd. to which the duty of candour applies. These are types of incidents that do not relate directly to the natural course of someone's illness or underlying condition and that happen with no intention.

Type of unexpected or unintended incident	Number of times this has 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 shortened because of harm	0
Someone's sensory, motor of intellectual functions is impaired for 28 days of 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

3. To what extent did Kidsize Club Ltd. follow the duty of candour procedure?

There have been no incidents. Had any of the events listed above happened, we would have informed the parents of the child affected, apologised to them, and offered to meet with them to discuss the incident in question. We would have fully reviewed what happened and what went wrong in partnership. We would then work in partnership with staff and parents to identify improvements we could make to the service to ensure an incident of this nature does not occur again.

4. Information about our policies and procedures

Where something has happened that triggers the duty of candour, our staff report this immediately to the club manager who has responsibility for ensuring that the duty of candour procedure is followed. The manager records the incident and reports, as necessary, to the Care Inspectorate. When an incident has happened, the manager and staff will set up a review meeting to allow everyone involved to review what happened and identify changes for the future. We know that serious mistakes can be distressing for staff as well as the people who use our care and their families. We will do our best to support both the staff and family involved.

5. What has changed as a result?

Not applicable. There have been no incidents.

6. Other information

This report will be available to read at https://www.kidsizeltd.com/policies-documents

For more information about the duty of candour please refer to our Kidsize Duty of Candour Policy. This can be found on the Kidsize website. A copy of the policy is also included within the Kidsize Policy folder.

If you would like more information about our Kidsize, please contact us using the following details:

kidsizeoosc@hotmail.com

Date: 30/04/2026 **Published by:** Jenna Millar (Manager)