

## **Dean and Cauvin Young People's Trust Duty of Candour Annual Report**

### **1. INTRODUCTION**

This report provides information on the new duty of candour and how it applies to Dean and Cauvin Young People's Trust Services and covers the period from 31<sup>st</sup> March 23 to 31<sup>st</sup> March 24.

Dean and Cauvin Young People's Trust Services comprise a combination of Care Inspectorate registered services as follows:

- Dean and Cauvin Young Peoples Aftercare service – CS2004056658
- Cauvin House – CS2003011205
- Portland Street - CS2003011204
- Room4U Teenage Fostering Service- CS2016347836
- Room4U Continuing care service CS2019377542

As registered Care and Support services, the duty of candour will apply to all services listed above.

### **2. THE DUTY OF CANDOUR**

The organisational duty of candour provisions is set out in the Duty of Candour Procedure (Scotland) Regulations 2018 set out the procedure that organisations providing care services, health services and social work services in Scotland are required by law to follow when there has been an unintended or unexpected incident that results in death or harm (or additional treatment is required to prevent injury that would result in death or harm).

The overall purpose of the duty of candour is to ensure that organisations are open, honest, and supportive when a staff member has been involved in an unintended or unexpected incident resulting in death or harm. The final decision by an organisation about whether to activate the duty of candour procedure for a particular incident will be informed by the views of a registered health professional (e.g., GP). This health professional must not have been personally involved in the incident.

The 'responsible' person for reporting notifiable events and/or triggering the duty of candour is the Service Manager responsible for each registered service. They would be responsible for contacting an appropriate registered health professional (for example GP), to obtain their views. In their absence this responsibility would be delegated to another appropriate manager in their absence.

This duty requires organisations to follow a duty of candour procedure which includes:

- Notifying the person affected
- Apologising and offering a meeting to give an account of what happened.
- Reviewing the incident and
- Offering support to those affected

From April 2019, services must, by law, produce a short annual report showing any learning from their duty of candour incidents covering the period 31<sup>st</sup> March 23 – 31<sup>st</sup> March 24. This report must be published, and Care Inspectorate notified that this has been published.

The report must include:

- Number and nature of incidents
- How the duty was carried out
- Policies and procedures for reporting and identifying incidents
- Any changes to policies and procedures or practice because of any incident/s.
- Support that was made available to individuals and staff

### **3. DUTY OF CANDOUR INCIDENTS**

Dean and Cauvin Young People's Trust Services have had no incidents in the year from March 2023 to March 2024 that triggered the duty of candour.

### **4. HOW THE DUTY WAS CARRIED OUT**

There were no incidents reported during the period of this report that triggered the duty of candour.

### **5. ORGANISATIONAL POLICIES AND PROCEDURES**

The following Dean and Cauvin Young People's Trust Services policies and procedures provide guidance and support to staff.

- Internal Incident Reporting and Care Inspectorate Notifications
- Adult Protection Policy
- Child Protection Policy
- Whistleblowing Policy
- Complaints Policy
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### **6. STAFF TRAINING AND LEARNING**

Staff within Dean and Cauvin Young People's Trust registered services all completed the Duty of Candour e-learning module, accessed via the Care Inspectorate website. This will be included as part of our staff induction programme.

The duty of candour e-learning module has also been discussed at individual serviceteam meetings, giving staff members the opportunity to discuss the types of incidents that would trigger the duty. Staff have the chance at team meetings to discuss practice issues with colleagues and to learn and share experiences and knowledge.

### **7. CONCLUSION**

There have been no incidents reported in Dean and Cauvin Young People's Trust in the period March 2023 to March 2024 that triggered the duty of candour.

Carolyn Thomson  
 Fostering Service Manager  
 4<sup>TH</sup> April 24