

# Skool Is Out @ Bruntsfield Duty of Candour Report

Financial Year: 2018/19

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Date: 1<sup>st</sup> April 2019

Role: Skool Is Out @ Bruntsfield Childcare Manager

*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 that organisations learn how to improve for the future.*

*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 Skool Is Out has operated the duty of candour during the time between 1 April 2018 and 31 March 2019. We hope you find this report useful.*

## **1. About Skool Is Out**

Skool Is Out @ Bruntsfield operates a daycare service for children based in Edinburgh. We are registered to accommodate up-to 80 children per day at our Skool Is Out @ Bruntsfield provision.

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

In the last year, there have been no incidents to which the duty of candour applied.

## **3. Information about our policies and procedures**

Where something has happened that triggers the Duty of Candour, our staff would report this to the Childcare Manager, who has responsibility for ensuring that the Duty of Candour procedure is followed. The Childcare Manager records the incident and reports as necessary to the Care Inspectorate. When an incident has happened, the Childcare Manager and staff set up a learning review, allowing all staff involved to review what happened and identify learning outcomes and changes for the future.

All employees have undertaken Duty of Candour training and information relating to the Duty of Candour is conveyed to all new employees as part of their induction. In any instance of a severe incident we will seek occupational welfare support to help any member of staff who has been affected by a Duty of Candour incident.

In any instance where parents/carers, children or other service users are affected by the duty of candour, we have arrangements in place to provide welfare support as necessary.

## **4. Other information**

As required, we have submitted this report to the Care Inspectorate but in accordance with our policies of transparency and openness, a copy of this report can also be viewed on our website.

If you would like more information about the Duty of Candour please do not hesitate to contact us, either by email to [info@skoolisout.com](mailto:info@skoolisout.com) or in writing to 11 Barclay Terrace, Edinburgh, EH10 4HP.