

## Care Planning and Placement Team

### Adoption, Fostering, Kinship Care and Befriending Services

#### Duty of Candour Report 1 April 2019 to 31 March 2020

#### 1. 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.

#### 2. Information about our policies and procedures

In the event of an incident occurring that triggers a duty of candour, our staff would report this to the Team Manager, Care Planning and Placement Team, who has responsibility for ensuring that the duty of candour procedure is followed. Where required, the Care Inspectorate will be notified. When an incident has occurred, we will ensure that subjects are informed, that we meet with them to discuss the incident and apologise. A learning review meeting will be convened to reflect on what has happened and to take actions to prevent any further event.

It is standard procedure that all new staff within the Care Planning and Placement team will be informed about the duty of candour during their induction period.

In terms of support for staff, we do understand that serious mistakes can be distressing for the staff, families, foster carers, children and young people. Anyone affected will be provided with support from social work services and partner agencies or organisational HR processes.

Type of unexpected or unintended incidents that would trigger a duty of candour response,	Number of times this has happened
Someone individual has died	0
Someone has permanently led 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 shorter because of harm	0
Someone's sensory, motor or intellectual functions is impaired for 28 days or more	0
Someone experienced pain or psychological harm for 28 days or 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



Within the Care Planning and Placement Team the Team Manager and Senior Practitioner will have completed the Duty of Candour E module via the Care Inspectorate training section. This enables us to respond effectively to all incidents that are captured under the legislation. At our monthly team meeting we discuss any notifiable events.

If you would like more information about our service, please contact us using by telephoning 0141 777 3003

**Signed:** Angie Gillies

**Designation:** Team Manager