



1<sup>st</sup> April 2022

## **Duty of Candour NUL report**

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 our service has operated the duty of candour during the time between 1 April 2021 and 31 March 2022. We hope you find this report useful.

### **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:**

Grampian Women's Aid hold policies and procedures relating to Duty of Candour, which all staff members have access to within the secure electronic data drive. All staff members are expected to read and understand the policy during induction and periodically throughout their employment.

Where something has happened that triggers the duty of candour, our staff report this to the service 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 set up a learning review. This allows everyone involved to review what happened and identify changes for the future.

All new staff learn about the duty of candour at their induction. We know that serious mistakes can be distressing for staff as well as people who use our service and their families. We have occupational welfare support in place for our staff if they have been affected by a duty of candour incident.

Where families or children are affected by the duty of candour, we have arrangements in place to provide welfare support as necessary.

If you would like more information about our service, please contact us: Grampian Women's Aid 01224 593381 or [info@grampian-womens-aid.com](mailto:info@grampian-womens-aid.com)