



Camphill School Aberdeen

Duty of Candour Procedure

Camphill School Aberdeen (CSA) aims to create a culture that supports a safe environment, which encourages workers to report concerns of any nature. We support an atmosphere of openness, honesty, and transparency to enable those carrying responsibility to expect support through developing good relationships between all who live or work here.

In the event of an unintended or unexpected incident that results in harm or death the Duty of Candour procedure will come into immediate effect.

1. CSA will identify a lead person for communicating with the person affected and/or their family and for communication within CSA.
2. That lead person will straight away notify the person affected and/or their family that an unintended or unexpected incident has occurred that has resulted in harm.
3. They will apologise to the person and/or their family and express CSA's sincere regret that the incident has happened.
4. They will tell them that we will look into the details of what happened and how and why it happened and will inform them of this as soon as we can. Also, that we will tell them what we will do in response, and what actions will be taken to reduce the risk of the same thing happening to someone else in the future.
5. CSA will provide support to each person involved, both the person affected and their family and the workers involved in the incident.
6. CSA will report the incident through local systems which will involve carrying out a review of the incident and ensuring that as far as possible the person and/or their family are included in a way that meets their needs, (the review should be undertaken by a person not involved in the incident).
7. The lead person will arrange the next meeting with the person and/or their family to explain what went wrong and the actions that will be taken.
8. They will provide a written account to the person and/or their family should they wish for this.
9. The lead person will ask how the person and/or their family want information to be provided to them and tell them how we will store their information.
10. CSA will record each action or meeting and all associated correspondence, whilst continuing to monitor and report on developments as appropriate, and ensuring that lessons are learned and shared.

Events that would trigger the Duty of Candour Procedure

An unintended or unexpected event that has resulted in one of the following:

1. the death of the person.
2. a permanent lessening of bodily, sensory, motor, physiologic or intellectual functions.
3. harm which is not severe but results in;
 - a. an increase in the person's treatment.
 - b. changes in the structure of the person's body.
 - c. the shortening of life expectancy of the person.
 - d. an impairment of the sensory, motor or intellectual functions of the person which has lasted or is likely to last for a continuous period of at least 28 days.
 - e. the person experiencing pain or psychological harm which has been or is likely to be experienced by the person for a period of at least 28 days.
4. the person requiring treatment by a registered health professional in order to prevent:
 - a. the death of the person or
 - b. any injury to the person which if left untreated, would lead to one or more of the outcomes mentioned in 2 or 3.

Ways that the Duty of Candour Procedure can be triggered

A regulated health professional, not involved in the incident, confirms that an unintended or unexpected incident has occurred and has resulted in harm or death.

Or

A complaint, feedback received or a significant event which may lead to a review.

Or

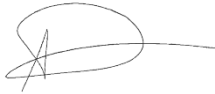
A disclosure under the Whistleblowing Policy or our policy about raising concerns.

The Annual Report should include the following:

- The number and nature of incidents to which the Duty of Candour has applied (without names of those involved).
- How the duty was carried out.
- Information about our policies and procedures in relation to the Duty of Candour, including information about procedures for identifying and reporting incidents and support available to all persons involved or affected by incidents.
- Information about any changes made to policies, procedures or practice as a result of the incident, i.e. learning identified and shared, and improvements made.
- Support that was made available to the person affected by the incident and to the worker involved.

This Procedure is proposed by Gill Shuttleworth, Head of Care, endorsed by the CSA Management Team, and approved by the Executive Director on 26/01/2024.

Signed:

A handwritten signature in black ink, appearing to be 'Alex Busch', written over a horizontal line.

Alex Busch, Executive Director

Review Date: January 2025