

# Duty of Candour Annual Report

1 April 2024 - 31 March 2025



respect



ambition



belonging



## 1. Duty of Candour

The statutory Duty of Candour provisions of the Health (Tobacco, Nicotine etc. and Care) (Scotland) Act 2016 (The Act) and The Duty of Candour Procedure (Scotland) Regulations 2018 set out the procedure that organisations providing health services, care 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 Duty of Candour legislation became active from the 1st of April 2018.

This report describes how Kibbleworks applied the Duty of Candour during the time between 1 April 2024 and 31 March 2025.



## 2. About Kibbleworks

Kibbleworks operates alongside Kibble Education and Care Centre, a well-established Scottish charity that supports at-risk children and young people across the UK. Within Kibbleworks sits Puddle Lane Early Learning and Childcare Centre, a thriving children's nursery in Hillington Park, for children aged 0-5 years. Puddle Lane is a community nursery that provides exceptional childcare in the local area, including Kibble staff.

Kibbleworks has implemented the Duty of Candour policies and procedures across all services since coming into effect on the 1 April 2018.

The Executive Team is responsible for ensuring:

- The policy and procedures are in place
- Training is available to all relevant staff
- Support, guidance and advice are provided to staff members carrying out any part of the procedure
- Annual reporting on the Duty





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

Type of unexpected or unintended incidents (not relating to the natural course of someone's illness or underlying conditions)	Number of times this has happened
A person died	0
A person incurred permanent lessening of bodily, sensory, motor, physiologic or intellectual functions	0
A person's treatment increased	0
The structure of a person's body changed	0
A person's life expectancy shortened	0
A person's sensory, motor or intellectual functions was impaired for 28 days or more	0
A person 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 as listed above	0
<b>TOTAL</b>	<b>0</b>

### 4. To what extent did Kibbleworks follow the Duty of Candour policy and procedure?

As a provider of a health and social care/work service you are required to develop and implement a duty of candour policy that describes how you/your staff will act in the event of 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 key stages of the policy must include the procedure you will follow to:

- Notify the person affected (or family/relative where appropriate)
- Provide an apology
- Carry out a review into the circumstances that led to the incident
- Offer a meeting with the person affected and/or their family, where appropriate
- Provide the person affected with an account of the incident
- Provide information about further steps taken
- Provide support to staff notifying the person affected by the incident
- Prepare and publish an annual duty of candour report (see below).



## 5. What has been the learning and development as a result?

As there were no incidents to which Duty of Candour applied within the reporting period, there have been no changes to policies or procedures, or specific learning and development attributable to these.

## 6. Guidance

Please refer to the Duty of Candour [Guidance](#) for more detailed guidance that was in place during the relevant period: [Scottish Government organisational duty of candour: guidance 2018](#)

## 7. Additional Information

If you would like more information about this report, please contact us using the details below:

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