



Duty of Candour Report

April 2023 - March 2024

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 in the future.

An important part of this duty is that we provide an annual report about the duty of candour in our service, Squids After School Club. This short report describes how our care service has operated the duty of candour during the time between 1st April 2023 - 31st March 2024.

1. About Squids:

Squids After School Club is a childcare provider in South Queensferry offering after school care from 2:30pm until 5:45pm for Queensferry Primary, St Margaret's Primary and Echline Primary schools. The service is run out of two locations - Queensferry Community Huts and Echline Primary school. Squids also offers holiday clubs that run from the Queensferry Community Huts from 8:00am until 5:30pm for the children of South Queensferry and surrounding areas.

2. How many incidents occurred where Duty of Candour applies:

In the year 2023/2024 there have been no incidents within Squids where Duty of Candour applied. See details below.

Type of unexpected or unintended incident	No. of times this happened
Someone has died	0
Someone has permanently less bodily, 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

3. To what extent did Squids follow the duty of candour procedure?

Had any of the events listed above happened, we would have followed the candour procedure. The manager would be made aware of the event and they would record this along with all the evidence. The manager would also notify the Care Inspectorate. They would inform the parents or staff affected, invite them to meet with management to ensure that they understood what happened, and we would have apologised to them. The manager would set up review training and implement any changes to ensure that staff had learned from the incident and to stop the incident from happening again. 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. We know that serious mistakes can be distressing for staff and/or parents. Where staff members, parents or children are affected by the duty of candour, we will endeavour to support as necessary.

4. Other Information

Had any incidents occurred, we would have submitted this report to the Care Inspectorate. In accordance with our policies of transparency and openness, a copy of this report can be viewed on our website.