



**Spring Oscars-Out of School Care Service  
Duty of Candour Report-1 January 2022 to 31 December 2022**

**Reportable Site: Spring Oscars@ Royal High**

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 an annual report about the duty of candour in our service. This short report describes how Spring Oscars has operated the duty of candour during the time between January 1-December 31 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**

Where something has happened that triggers the duty of candour, our staff report this to the operations manager who has responsibility for ensuring that the duty of candour procedure is followed. The operations manager records the incident and reports as necessary to the Care Inspectorate. When an incident has happened, the operations manager and staff team set up a learning review. This allows everyone involved to review what happened and identify changes for the future.

All new staff learn about duty of candour at their induction. We know that serious mistakes can be distressing for staff as well as people who use care 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 parents 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 out of school childcare provision, please contact us using these details:

**Spring Oscars @ Royal High**

**Club Manager:** Laura Adie

**Tel:** 07971 094388 **Email:** [SpringOscars@actionforchildren.org.uk](mailto:SpringOscars@actionforchildren.org.uk)