

Action for Children Scotland – Duty of Candour – Annual Report April 2024- March 2025

Action for Children Policy and Procedure

Action for Children utilise existing reporting and notification policy and procedures to identify and act on any event which requires a Duty of Candour process. The Safeguarding Policy and Procedures clearly outline the reporting and notification process for significant events. It is through this process that Action for Children monitors events and will invoke where required the duty of candour procedure. Action for Children also have a behaviour support policy in place which references the Duty of Candour and the circumstances in which the process would be invoked. All Action for Children services monitor and review behaviour support incidents in line with the behaviour support policy. Any incidents resulting in a significant event will also be reported through the significant event procedure above. All significant events are reviewed by the Operational Director Children's Services and Principal Safeguarding Manager. The Principal Safeguarding Manager reviews all significant events and will decide if further action is required and or whether a duty of candour process should be invoked. Significant events are collated quarterly for Scotland and reviewed at the Safeguarding Group – Protect and notified on a quarterly basis to Trustees. Where appropriate and meeting reporting requirements Trustees will notify the Charity Commission of significant incidents. Action for Children have a robust policy relating to allegations about staff and foster carers which is also monitored and tracked by the Head of Safeguarding and Trustees on a similar basis.

Action for Children have also developed a Duty of Candour policy which clearly outlines the duty of candour process and the role of the Registered Manager and the organisation within this process. The policy is regularly reviewed. The policy includes links to Scottish Government guidance and other policies will continue to reference the Duty of Candour.

Learning from Significant Incidents

Action for Children Scotland reviews all significant incidents on an annual basis considering levels of need, interventions and outcomes with a range of managers and staff. Learning and outcomes from this are disseminated across the staff teams and appropriate actions are put in place to tackle any issues. ODCS and HR also review any allegations against staff and share learning from this. Action for Children also ensures that staff are appropriately trained in the care of medication and we have a care of medication policy. This is a key focus in team meetings and development days for staff. Any medication errors are tracked and reported appropriately and areas of learning are addressed and shared across the organisation.

Development of Duty of candour in Action for Children

Action for Children have reviewed and updated the full duty of Candour policy and procedure to reflect in more detail the legislation in Scotland. The policy has been refreshed during 2021. The duty of candour has been discussed as a learning item at our Registered Manager meeting and will be addressed at least annually through a workshop session. Requirements to complete duty of candour training are ongoing and monitored through supervision and appraisal. Operational staff work closely with human resources staff in ensuring that duty of candour is considered in any incident or allegation.

Information about the number and nature of incidents to which the duty has applied.

During 2024/2025 Action for Children Scotland had no significant incident or occurrence which triggered the duty of candour process.

Fiona Steel
National Director Children's Services