

# Lothian Autistic Society

## Duty of Candour Annual Report

1 September 2022 – 31 August 2023

## Duty of Candour Annual Report

All health and social care services in Scotland have a duty of candour. This is a legal requirement which means that when unintended or unexpected events happen that result in death or harm as defined in the Act, 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 we provide an annual report about how the duty of candour is implemented in our services. This report describes how Lothian Autistic Society's services has operated the duty of candour between 1 September 2022 – August 2023

Name & address of Service	Lothian Autistic Society Unit 4 38 Bailey Field Road Edinburgh EH15 1NA
Date of Report	Sept 2023
How have you made sure that you (and your staff) understand your responsibilities relating to the duty of Candour and have systems in place to respond effectively?  How have you done this?	All Staff are made aware of the duty of candour and the procedure to be followed during induction training, and are reminded in staff team meetings and during one to one with Care and Support Officers. All Staff are required to acknowledge and e-sign the policy on Citation our HR platform.  All external providers are required to evidence they have a duty of candour policy/ procedure and that their staff have been made aware of this and understand the process when it is triggered. Providers are also required to inform the charity during annual monitoring if the duty has been triggered.
Do you have a Duty of Candour Policy or written duty of candour procedure?	The charity has a written policy and procedure which is available on our website.

**How many times have you/your service implemented the duty of candour procedure this financial year?**

Between 1 September 2022 and 31 August 2023, there were no incidents where the duty of candour applied. These are unintended or unexpected incidents that result in death or harm as defined in the Act, and do not relate to the natural course of someone's illness or underlying condition.

Type of unexpected or unintended incidents (not relating to the natural course of someone's illness or underlying conditions)	
A person died	0
A person incurred permanent lessening of bodily, sensory, moto, 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 were impaired for 28 days or more	0
A person experienced pain or psychological harm or 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>Nil</b>

Did the responsible person for triggering duty of candour appropriately follow the procedure?	Not Applicable (N/A)
If not, did this result in any under or over reporting of duty of candour?	
What lessons did you learn?	N/A
What learning & improvements have been put in place as a result?	N/A

Did this result in a change/update to your duty of candour policy & procedure?	N/A
How did you share lessons learned and who with?	N/A
Could any further improvements be made?	N/A
What systems do you have in place to support staff to provide an apology in a person centred way and how do you support staff to enable them to do this?	We have had no incidents in the year concerned. The charity policy and procedures provides in depth advice for staff to follow when making an apology.
What support do you have available for people involved in invoking the procedure and those who might be affected?	We have had no incidents in the reporting year. Any support needs of the relevant person would be considered at the earliest opportunity and appropriate support made available.
Please note anything else that you feel may be applicable to report?	N/A