



Duty of Candor Annual Report 2021-22

Name of Service	
Hopscotch Nurseries Ltd	
Number and Nature of Reportable incidents	
NONE	
Information on Policies and Procedures	
<ul style="list-style-type: none"> • Policy and Procedures For identifying and reporting Accidents and Incidents • Duty of Candor Policy and incident form • Annual report Form 	
Training and Support Available to staff	
<p>In-house training is provided annually, as part of the induction process for new staff and all staff have been provided with facts sheets about the Duty of Candor, details of certificated on-line training, how to access this and are expected to obtain the online certificate which enables them to:</p> <ol style="list-style-type: none"> a) Explain the Duty of Candor provision within the Act, and how it affects practice. b) Identify incidents of unexpected or unintended harm resulting in death or harm. c) Describe the effective elements of making an apology to and/or meeting with people affected by the incident d) Outline monitoring and reporting requirements e) Identify what lessons could be learned and shared by them and the organisation to support improvements in the quality of care. f) Explain how they can support implementation of the Duty of Candor. g) Identify further sources of support and where to access them. 	
What support was given to anyone affected by Duty of Candor incident(s)	
Not applicable	
Details of lessons learned and shared as a result of the incident(s)	
Not applicable	
Details of changes made to Policies and Procedures as a result of the incident(s)	
Not applicable	
Issued by	Katie Johnston
Designation	Manager
Signature	
Date of Publication	27 th April 2022
e-mailed to Parents/Carers/Staff	4 th May 2022