



# Complaints/Duty of Candour Policy

This policy was adopted at a meeting of:

*Torphins Playgroup Pre-School*

.....

On (date) .....

Signed ..... Designation .....

## **1. Statement of Purpose**

We are committed to providing a high quality service and maintaining good relationships with parents. It is important that staff and parents work together in the best interests of the children. There are, however, occasions where things can go wrong, or misunderstandings may occur. Complaints will be dealt with fairly and confidentially and we will make every effort to resolve the complaint within 20 days.

Throughout the guidance, the term 'parents' is used to include all main caregivers.

What is a complaint?

A complaint is anything a parent wishes to call a complaint. As there is no strict definition of what constitutes a complaint, if there is any doubt, the parent will be asked directly if he or she is making a complaint.

## **2. Complaints Process**

### **2.1 Open Access**

Staff have a duty to inform parents of their right to make a complaint, including a right to appeal. A written copy of the complaint's procedure will be supplied on request to ensure parents are aware of their own roles and responsibilities regarding complaints. All complaints will be investigated thoroughly, and any necessary action will be taken where failures have been identified. Things can often be resolved quickly once we are aware of the problem and we can agree how it will be solved. We encourage this wherever possible, however alternatively a complaint can be made using our complaints procedure. A copy of the complaints policy or where to find it will also be on display for service users

### **2.2 Procedure**

Complaints can be made to the setting both informally and formally. We will acknowledge receipt of a complaint within three working days and will endeavour to investigate and resolve it within 20 days of receipt of the written complaint. We will let you know if we think there will be a delay and give you the reasons for the delay. Complaints will be investigated by the management (Manager & Chairperson), however if the complaint involves the management, another designated committee member will investigate.

### **2.3 Informal Procedure**

The initial approach made by the parent will be listened to carefully. After discussion, agreement should be reached as to whether the complaint has been resolved satisfactorily. If a delay is unavoidable the complainant will be informed, the reason for the delay will be stated and a revised timescale given. If there has not been a satisfactory outcome, then the formal complaint process should be initiated.

### **2.4 Formal Procedure**

If a parent wishes to make use of the formal procedures the complaint should be put in writing to the Chairperson. Receipt of the complaint will be acknowledged in writing within three working days. Following investigation, a meeting will be arranged. The parent will have the right to have the assistance of a friend, relative or representative present throughout the process. The issues or concerns raised in the complaint will

be investigated thoroughly and a confidential written record of the meeting will be noted in addition to actions agreed. If the complaint remains unresolved, the appeals process will be invoked.

### **2.5 Appeals Process:**

A parent has the right to appeal if they are not satisfied that the complaint has been resolved. The parent should contact, in writing, the same person the original complaint was sent to. If an agreement cannot be reached an external mediator, acceptable to both sides, will be invited to listen to the complaint and offer advice. The mediator has no legal powers but can help to clarify the situation by defining the problem, reviewing the actions and suggesting further ways which the complaint might be resolved. If requested, a meeting can be arranged between all those involved in the formal process. All discussions will be confidential, and a written record will be kept of all meetings held and any advice given.

### **3. Care Inspectorate**

The Care Inspectorate is the national organisation which regulates and inspects care services. The Care Inspectorate has a complaints procedure for dealing with any complaint regarding regulated services. If you are unhappy about a care service you can, at any time, contact the Care Inspectorate directly with your complaint. In certain circumstances, in addition to the Care Inspectorate, it may be necessary to involve other agencies, such as the Local Authority, Scottish Social Services Council or the police. If you wish to complain to the Care Inspectorate, you can choose to do so anonymously. Further information can be found in the complaints section of the Care Inspectorate website:

<http://www.careinspectorate.com/index.php/complaints>

You can choose to complain directly to the Care Inspectorate by either:

- Filling in their complaints form online
- Contacting them on 0345 600 9527
- Writing to them at: Care Inspectorate, Compass House, 11 Riverside Drive, Dundee DD1 4NY

Torphins Playgroup Pre-School must supply to the Care Inspectorate at its request a statement containing a summary of the complaints made during the preceding six months and the action that was taken in respect of each complaint.

### **4. Duty of Candour**

4.1 [The Duty of Candour Procedures \(Scotland\) Regulations 2018](#) underpins our commitment to openness and transparency, which is vital to the provision of safe, effective and person-centred health and social care. Honesty, trust and effective communication can be difficult to maintain and easy to lose when things have gone wrong. If this should happen, then we would like to have the opportunity to try and

resolve any issues or concerns you may have. The organisational Duty of Candour procedure is a legal duty.

## 4.2

Procedure:

- When an unintended or unexpected incident that results in harm or death occurs, we will be open and accountable.
- We will apologise, without delay, if there are any misunderstandings or if something goes wrong.
- Our lead person will meet and discuss this with you, as soon as possible, when we are aware that an event has happened, or harm has been confirmed.
- We will listen and respond positively to your complaints and discuss what actions will be taken to reduce the risk of this type of incident happening again to anyone else.
- We will provide an annual duty of candour report.
- All staff will be trained on our organisation's duty of candour procedure, so that they are able to:
  - Identify harm whether it is unintended or unexpected
  - Understand what has gone wrong
  - Know who to speak to, to discuss concerns/issues.

## 4.3

The legislation requires care services and social work services to publish their own duty of candour reports. Even if there are no incidents to which the duty has applied during the reporting period, a short report is still required, and must contain information about staff training on the duty of candour. We will produce a report on meeting the duty of candour annually.

## 4.4

The Care Inspectorate has a recording system on their e-form site. One of the key questions that requires to be answered is "Does this incident trigger the duty of candour?". A designated member of staff will be asked to collect data on how the duty is being implemented and help embed awareness. We will, in turn, annually report and record these findings.

This report will include an assessment of how the duty was carried out and provide:

- A record of the number of unexpected incidents that have resulted in death or harm;
- The nature of the incident; and
- A review of any policy and procedures reviewed and any changes made as a result of the incidents reported.

The Duty of Candour sets out a range of things that need to happen when unexpected or unintended harm has occurred. You will find the online training resources information here:

[www.careinspectorate.com/index.php/duty-of-candour](http://www.careinspectorate.com/index.php/duty-of-candour)

[www.gov.scot/Resource/0053/00533470.pdf](http://www.gov.scot/Resource/0053/00533470.pdf)

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## **5. General Data Protection (GDPR)**

### **5.1 Statement of Purpose**

We are required to gather particular personal data and information in order to comply with legislation relating to early learning and childcare in Scotland. We will gather and process all personal data and relevant consents, both verbal and written, which is in line with GDPR guidance. Data will be treated confidentially and will uphold the rights of all individuals involved in the service, including children, parents, staff, students and volunteers. We are required to hold information about our children and families, as well as staff working within the setting, again ensuring compliance within the regulation. Processes will be in place to ensure the safe and secure storage of all data belonging to our service users; the detail of this storage is as detailed in the General Data Protection Regulation – Privacy Policy. General Data Protection Regulation (GDPR) came into effect on 25 May 2018 and expands on the current regime established by the Data Protection Act 1998 (DPA).

### **Monitoring of this Policy**

It will be the responsibility of the Manager to ensure that all staff are aware of this policy and implement it consistently. Parents will be made aware of the policy and their role regarding complaints through the parents' handbook and the enrolment procedure. This policy will be reviewed annually to ensure that it is relevant and up to date.

### **See also:**

Confidentiality Policy  
Equal Opportunities Policy  
Participation Policy  
Whistleblowing Policy  
Recruitment Policy  
General Data Protection Regulation – Privacy Policy

### **Links to national policy**

When reviewing your policy, please reflect on the 'Health & Social Care Standards: My support, My life' <https://www.gov.scot/publications/health-social-care-standards-support-life/> Standards 2.3, 2.4, 3.22, 3.24, 4.4, 4.18, 4.19, 4.20, 4.21, 4.22, 4.23

[www.gov.scot/Resource/0052/00520693.pdf](http://www.gov.scot/Resource/0052/00520693.pdf)

[www.gov.scot/policies/healthcare-standards/duty-of-candour/](http://www.gov.scot/policies/healthcare-standards/duty-of-candour/)

[www.gov.scot/publications/organisational-duty-candour-guidance/](http://www.gov.scot/publications/organisational-duty-candour-guidance/)

<https://learn.nes.nhs.scot/2654/elearning-nmahp/duty-of-candour>

## APPENDIX 1



This sample report should be adapted for your own use and circumstances, with specific information inserted as applicable. Once you have completed your annual report, please note that there is no requirement to send a copy of the report to Scottish Government. Organisations are required to publish their report in a manner that is publicly accessible. For instance, on an organisation's website.

This sample was published in January 2020.

# Sample Report Duty of Candour

Torphins Playgroup Pre-School ELC is registered with the Care Inspectorate to provide a care service to a maximum of 18 children aged 2-5 years for those not yet attending primary school. We aim to provide high quality care and education to improve outcomes for all of our children and families in order that they meet their full potential.

In the last year (2019), there have been XX incidents to which the duty of candour applied. These are where types of incident have happened which are unintended or unexpected, and do not relate directly to the natural course of someone's illness or underlying condition.

## Duty of Candour Record

Type of unexpected or unintended incident	Number of times this happened
Someone has died.	0
Someone has permanently lost bodily, sensory, motor, physiologic or intellectual functions.	1
Someone's life expectancy becomes shorter because of harm.	0
A person needing health treatment in order to prevent other injuries.	1
A person needed health treatment in order to prevent them dying.	1

When we realised the above incidents had occurred, our policy and procedures were followed correctly in XX occasions. This means we informed the people affected, apologised to them and offered to meet with them. In each case, we reviewed what happened and what went wrong to try and learn for the future.

***Or***

As no incidents have occurred during this reporting period, no actions were required to be taken in terms of Duty of Candour.

Where something has happened that triggers the duty of candour, our staff report this to the manager who has responsibility for ensuring that the duty of candour procedure is followed. The manager records the incidents and reports them as necessary to the Care Inspectorate.

All new staff learn about the duty of candour at their induction and undertake the Duty of Candour online Learning Module. During this reporting period xxxx staff carried out the online module.

We know that serious mistakes can be distressing for staff as well as people who use our ELC service and their families.

As required, we have confirmed completion of this report to the Care Inspectorate via e- forms, we have published the report on our website and shared it with our service users too.