

IKL CARE

DUTY OF CANDOUR

ANNUAL REPORT

APRIL 2024 TO MARCH 2025



Duty of Candour annual report

Duty of Candour is a legal requirement to ensure that if something goes wrong in health or social care services the people affected are offered an explanation, an apology, and an assurance that staff will learn from the error. The learning is shared with the people affected and throughout Scotland.

Openness and honesty should be central to the actions of those providing care to others. It should be at the heart of every relationship between those providing, receiving and/or experiencing treatment and care. Trust and effective communication can be difficult to maintain and easy to lose when things have gone wrong.

Our annual report is published each year on our website at www.iklcare.com.

About our organisation

This report describes how a medium sized Care at Home provider has implemented Duty of Candour throughout the period of April 2024 to March 2025.

“IKL Care” currently supports 62 people to live in their own individual homes with a team of support workers who we try hard to match up with the service user to ensure we provide a personal, flexible, and tailored support that meets their individual needs. Each service users personal care plan is tailored specifically for their own needs.

“IKL Care” has a Duty of Candour policy and staff guidance.

All staff have undertaken training to help them understand the Organisation’s policy and the process of the Duty of Candour which could affect them. The people we supply care for have a variety of support needs.

The “Duty of Candour” training continues to be incorporated into our Induction process, where all new staff are taken through the policy as part of their initial training. Any updates to the policy are cascaded to our support workers when required.

Incident Reporting

All health and social care services in Scotland must provide an annual duty of candour report for their service. As a Care at home provider this information is sent to our regulator the Care Inspectorate.

What have we learned?

Staffing within Care at home is still lower than it should be, and recruiting is still proving to be a challenge. Duty of Candour plays a major part in our staffs working day and working relationships and being honest and accountable about anything that has occurred in their roles within IKL Care, remains the focus of our training of new and existing staff.

During the past year:

- We have continued to support staff in understanding the process of Duty of candour and any updates are passed onto to all staff. The guidance continues to be very helpful.
- We have continued to emphasise the importance of honesty and clarity when carrying out all tasks associated with supplying care at home to our service users.
- Our Duty of Candour continues to be part of our managers meeting and any issues/learnings are discussed at staff meetings.

Procedure

In the year from April 2024 to March 2025 we had no reportable incidents which come under the reporting guidelines for Duty of Candour.

Name & address of service.	IKL CARE 1-3 COALGATE ALLOA FK10 1EH Tel: 01259 404027 Email: office@iklcare.co.uk
Date of report	01.05.2025
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?	We have a Duty of Candour policy as part of our incident and accident reporting procedure. Full training and explanation of Duty of Candour has been incorporated into our Induction process/presentation as well as all our staff having been taken through Duty of Candour training. Any updates are cascaded to all staff members. Managers & Keyworkers have been taken through a separate presentation for their duties under Duty of candour for recording & reporting and are updated when required.
Do you have a Duty of Candour Policy or written duty of candour procedure?	Yes, we have a Duty of Candour policy which incorporates both our service users and support workers and a training presentation for both support workers and supervisors/managers.

How many times have we implemented the Duty of Candour process over the past 12 months	
Type of unexpected or unintended incidents (not relating to the natural course of someone's illness or underlying conditions)	0
A person died	0
A person incurred permanent lessening of bodily, sensory, motor, physiologic or intellectual functions	
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 was impaired for 28 days or more	0
A person experienced pain or psychological harm for 28 days or more	0
A person needed health treatment to prevent them dying	0
A person needing health treatment to prevent other injuries as listed above	0

Did the responsible person for triggering duty of candour appropriately follow the procedure? If not, did this result in any under or over reporting of duty of candour?	We have had no reportable issues under the duty of candour guidelines.
What lessons did you learn?	Although we have had no reportable issues under the duty of candour guidelines, we use any minor issues as a guide to assist us all in learning how to use the duty of candour process.
What learning & improvements have been put in place as a result?	We continue to send updates to staff regarding possible duty of candour issues via staff information notes and at support worker meetings.
Did this result in a change / update to your duty of candour policy / procedure?	Our Duty of Candour policy is monitored annually by our Health & Safety & Employment Law Advisors, Citation UK who oversee all our current company policies. The policy is checked and updated annually as well as any changes and updates throughout the year implemented immediately.
How did you share lessons learned and with whom?	We continue to speak to our staff with any updates and have incorporated all our duty of candour information into our service users' personal support plans so that they know how the process works for our service users.
Could any further improvements be made?	We have Citation UK overseeing our service policies, which assists our managers in complying with DOC regulations. Citation will alert us of any updates necessary.
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 would hold informal meetings with any staff involved in a duty of candour incident and would issue a face-to-face apology to any of our service users who had been affected by any issues. We would suggest that the service user and support worker/s involved in any DOC issue would meet to discuss any issues, only if both parties were comfortable with this process. We hold staff meetings and supervised sessions where duty of candour is discussed as part of these processes.
What support do you have available for people involved in invoking the procedure and those who might be affected?	The duty of candour process is now part of our managers' weekly meetings. All persons responsible for invoking the procedure are taken through a separate training presentation specifically designed for managers/supervisors/Keyworkers who would deal with invoking the policy and reporting to the appropriate people.
Please note anything else that you feel may be applicable to report.	2024 to 2025 has proved again to be a challenging time for all persons involved in care at home and we continue to be extremely proud of many of our staff who have worked hard, safely, and diligently to ensure that our service users continue to receive their care to the high standard that IKL Care is known for. Thankfully due to the diligence of our staff, there have been no duty of candour incidents. We would like to thank all our staff for the care and support they continue to provide to all our service users.

If you would like more information about this report, please contact us using these details:

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