

All health and social care services in Scotland have a Duty of Candour which is a legal requirement.

The Duty of Candour is about being open and honest with people supported and/or their families or representative, when serious harm (physical or psychological) has happened as a result of the support they have received. The harm may be the result of an intended or unintended incident by either someone employed by the organisation or the way the organisation functions.

The Duty of Candour is intended to ensure a consistent response across organisations to unintended or unexpected incidents.

An important part of this duty is that we provide an annual report about the Duty of Candour in our services. This short report describes how our services have operated the Duty of Candour during the time between 1 April 2024 and 31 March 2025.

**About the Donaldson Trust:****1. How many incidents happened to which the duty of Candour applies?**

In the last year, 1 April 2024 to 31 March 2025, there have been **no** incidents to which the Duty of Candour applied.

**2. Details of the assessment carried out**

n/a

**3. Policies & Procedures related to the procedure**

- When an incident has occurred that triggers the duty of candour, staff refer to our 'Duty of Candour Policy' and follow the procedure detailed in the policy.
- A member of The Executive Leadership Team will act as the designated person on behalf of The Donaldson Trust and is responsible for ensuring that the Duty of Candour policy and procedure is adhered to when something happens; that training, supervision and support is provided to staff / any person carrying out any part of the procedure and reports are submitted annually to the Care Inspectorate.

**4. Changes made to policies and procedures as a result of this procedure**

n/a

**5. Any other relevant information**

n/a