

All health and social care services in Scotland have a duty of candour. This is a legal requirement which means that when things go wrong and mistakes happen, 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 the duty of candour in our services. This short report describes how Glenalmond College has operated the duty of candour during the time between 1 April 2018 and 31 March 2019. We hope you find this report useful.

### 1. How many incidents happened to which the duty of candour applies?

In the last year, there have been no incidents to which the duty of candour applied.

### 2. To what extent did Glenalmond College follow the Duty of Candour policy and procedure?

It was not necessary to follow the procedure established in our policy, other than the writing of this report, as there were no relevant incidents.

In the event of such an incident, a complaint or feedback being received, a report must be submitted to the Warden and Sub Warden Pastoral who will discuss with the College GP to confirm if the criteria is met for the Duty of Candour procedure to be followed.

### 3. Information about our policy and procedures

Our policy states that any such event will be reported to the Care Inspectorate through the Notifications procedure on their e-Forms platform. Staff are reminded of policy and procedures on an annual basis as part of our In-service training programme. All incidents notified in this period have required the School to state that the Duty of Candour has NOT been required.

### 5. Other information

This is the first year of the Duty of Candour being in operation and it has been a year of learning. As required, this is our annual report and it has been published on the School's website.