

Foster Care Associates Scotland
Duty of Candour Annual Report (1st April 2025 – 31st March 2026)
Report Author: Amanda Lindsay Registered Manager

All health and social care services in Scotland have an organisational Duty of Candour. This legal requirement helps to ensure that when specific incidents occur, people affected are treated with openness, honesty, compassion and respect. It aims to support individuals to understand what has happened, receive a meaningful apology where appropriate, and be involved in learning and improvement processes that help prevent similar incidents from occurring in the future.

An important aspect of this responsibility is the publication of an annual report outlining how the organisational Duty of Candour has been implemented within our service. This report describes how FCA Scotland has fulfilled its responsibilities in relation to the organisational Duty of Candour between 1 April 2025 and 31 March 2026.

During this reporting period, there were no incidents that met the criteria requiring the application of the organisational Duty of Candour.

Information About Our Policies and Procedures

FCA Scotland has a clear Duty of Candour Procedure which is accessible to all staff. To promote understanding and confidence in implementing the procedure, staff are provided with a range of learning resources, including Duty of Candour guidance materials and an e-learning programme. These resources are regularly discussed within the staff team to support reflective practice and continuous learning.

All new employees are introduced to the organisational Duty of Candour during their induction. This includes completion of the relevant e-learning module and familiarisation with the Duty of Candour Procedure, ensuring a shared commitment to openness, accountability and learning.

We recognise that serious incidents can have a significant emotional impact on everyone involved, including children, young people, adults, families, foster carers and staff. FCA Scotland is committed to fostering a supportive and compassionate culture where individuals feel listened to, respected and supported. Staff who may be affected by a Duty

of Candour incident can access occupational welfare services and wellbeing support to promote their emotional health and resilience.

The FCA Scotland Management Team maintains oversight of significant events involving children and young people who are looked after, individuals in Continuing Care or Adult Placement arrangements, foster carers and members of fostering households. These events are reviewed regularly to ensure appropriate support, oversight and learning. Information relating to significant events is reported to the FCA Board on a monthly, quarterly and annual basis and shared with the Care Inspectorate in line with regulatory requirements.

Duty of Candour processes are embedded within FCA Scotland's monitoring and notifiable event reporting systems. This provides a clear and transparent framework for identifying, responding to and reporting incidents where Duty of Candour obligations may apply.

All incidents meeting Duty of Candour criteria are recorded through FCA Scotland's Quality Assurance systems and reviewed by the Quality Assurance and Safeguarding Board. The Board considers monthly reports and provides feedback to support continuous improvement. Both qualitative information and quantitative data are reviewed to ensure that experiences, learning and opportunities for service development are identified, understood and translated into meaningful improvements in practice.

Should an incident occur that triggers the organisational Duty of Candour, staff report this directly to Amanda Lindsay, Registered Manager. The Registered Manager oversees a thorough and reflective review process, ensuring that learning is identified and translated into clear actions that support safer and more effective services. Any actions arising from reviews are monitored to ensure progress and sustained improvement.

Support Available to People Affected by Duty of Candour Incidents

In the event of a Duty of Candour incident, FCA Scotland is committed to providing timely, compassionate and individualised support to all those affected, including children, young people, young adults, foster carers, birth families and staff.

FCA Scotland can access the expertise of qualified therapists within the organisation to provide specialist support tailored to the needs and experiences of those impacted. This support aims to promote emotional wellbeing, encourage recovery and help individuals feel heard, understood and supported throughout the process.



The Responsible Person and management team also provide ongoing practical and emotional support to staff through established supervision, line management and wellbeing processes. We recognise the importance of creating safe and supportive environments where staff can reflect on experiences, access guidance and maintain their wellbeing.

The Registered Manager values collaborative and relationship based working with partner agencies, including health services, local authorities and placing authorities. Where appropriate, consultation takes place with relevant professionals and organisations to ensure that children, young people, young adults and fostering households receive coordinated, responsive and person centred support that reflects their individual circumstances, strengths and needs.

This Annual Report will be shared with staff and foster carers through FCA Scotland's website and internal Exchange system.

A handwritten signature in blue ink, appearing to read 'A. Lindsay'.

Amanda Lindsay
Registered Manager
FCA Scotland