

## Thorpe Willoughby Childcare Centre

### Duty of Candour Policy



#### **Purpose of Policy**

The purpose of this policy is to ensure that Thorpe Willoughby Childcare Centre will adhere to our Duty of Candour Procedures.

- We will identify when the Duty of Candour procedures should be applied.
- We will be aware on how to respond to our service users and their families.
- We will know how to record incidents and to follow our Duty of Candour procedures.
- Our staff will understand our Duty of Candour procedures and what it means for our practise.
- We will be aware of other sources of support.
- We will provide an annual Duty of Candour report to the Trustees
- We will always be honest when Duty of Candour takes place within our setting

<b>LAST UPDATED / REVIEWED ON:</b>	<b>SIGNATURE</b>
Policy Created: 16-06-20	Tracy Maddison Acting Manager 30.06.2020
To be reviewed:16-06-21	Tracy Maddison Centre Manager 27.04.22
<b>To be reviewed 27.04.23</b>	<b>Tracy Maddison 26.04.23</b>
<b>To be reviewed 26.04.24</b>	