



## Duty of Candour Policy

### Purpose of Policy

The purpose of this policy is to ensure that Little Dreams Nursery 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 Care Inspectorate.
- We will always be honest when Duty of Candour takes place within our setting.