**What will the chaperone do?**

The chaperone will only be present for those occasions where it is necessary.

The chaperone will always introduce themselves and you will be able to undress in private before the procedure or examination begins.

The chaperone should stand where they can see what the doctor or nurse is doing so they may be within the modesty curtain if you are lying down. If you are standing or sitting they will position themselves accordingly.

The chaperone will be there to help and reassure you throughout. Should you feel uncomfortable or anxious you may ask the doctor or nurse to stop at any time and the chaperone will make sure that this happens. The procedure or examination can then re-start when you feel more comfortable.

**Do I have to have a chaperone?**

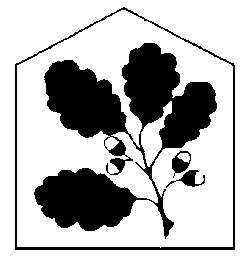
You can decline a chaperone but the doctor or nurse may feel one is necessary. In that case you may still decline but the procedure may not be able to go ahead.

**Can I have a family member present?**

You may always request a family member to accompany you when you are in a consultation however they cannot act as a chaperone. This is because a chaperone needs to be properly trained to know what is acceptable in an examination, and a friend or relative cannot give the proper degree of safeguarding that is needed.

**Who will my chaperone be?**

Chaperones will normally be the same sex as yourself, although on some occasions we may not be able to do this and you are able to ask for the procedure to be delayed. Wherever possible we will try to find a clinician who is free but sometimes our fully trained reception staff may be the only ones available.

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**The Oak Gables Partnership**

**Chaperone Leaflet**

**What you need toknow ……**

We are committed to providing a safe and comfortable environment where patients and staff can be confident that best practice is being followed at all times and the safety of everyone is of paramount importance.

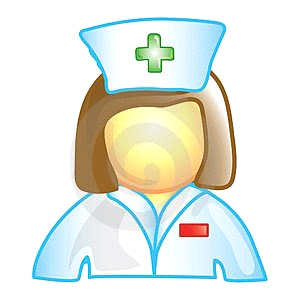
The Chaperone Policy adheres to local and national guidance and policy –i.e.:-

‘NCGST Guidance on the role and effective use of chaperones in Primary and Community Care settings’

The Chaperone Policy is clearly advertised through patient information leaflets, the practice website (in the appointments section) and can also be read at the Practice on request.

Posters are displayed in various parts of the waiting areas and on consulting room doors.

There is no common definition of a chaperone and their role varies considerably depending on the needs of the patient, the healthcare professional and the examination being carried out.



All patients are entitled to a chaperone present for any consultation, examination or procedure where they consider one is required. Please always ask if you want a chaperone present.

Patients are advised to ask for a chaperone if you require one at the time of booking an appointment, so that arrangements can be made and the consultation is not delayed in any way. Additionally, the health care professional may also request a chaperone to be present in a consultation if they feel that this is necessary.

All staff are aware and have received appropriate information and training in relation to their duties.

All trained chaperones understand their role and responsibilities and are competent to perform that role. They will also have been checked through the Disclosure &Barring Service to ensure that they are the proper persons to accompany you in the examination or procedure.

The chaperone is there to provide you, the patient, with confidence that the doctor or nurse who is performing the procedure or examination is doing so in accordance with their training and providing good, safe practice.

A chaperone may be asked to attend the examination to provide support to the doctor or nurse, and you will be asked if you have any objections.

The presence of a chaperone will also be permanently recorded in your medical records.

The doctor or nurse will explain to you what is being done at every stage of the process so that you are aware of the examination or procedure.