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## 1 Document History

### 1.1 Revision History

Date	Version	Author	Revision Summary
March 2024	1.0	Sarah Shelley	Based on Haygarth document July 2022
Feb 2026	2.0	Sarah Shelley	Minor updates – Read codes removed

### 1.2 Reviewers

This document requires the following reviews:

Date	Version	Name	Position
March 2026	1.0	Sarah Shelley	Finance Officer
Feb 2028	2.0	Sarah Shelley	Finance Officer

### 1.3 Authorisation

Signing of this document indicates acceptance of its contents

<b>Approver's Name:</b>	Dawn Price
<b>Role:</b>	Practice Manager
<b>Signature:</b>	D Price
<b>Date :</b>	23.03.2026

## 2 Introduction

This policy sets out the Haygarth Doctors' procedures on the use of a Chaperone during intimate or personal examinations. The policy is designed to protect both patients and staff from abuse or allegations of abuse and will assist patients to make an informed choice about examinations and consultations.

## 3 Scope

This document applies to all healthcare professionals working within the practice, including doctors, nurses and healthcare assistants working with patients in the practice and in the patient's home. This policy also covers any non-medical personnel who may be involved in providing care.

## 4 Guidelines

Clinicians (male and female) should consider whether an intimate or personal examination of a patient (either male or female) is justified, or whether the nature of the consultation poses a **risk** of misunderstanding.

- The clinician should give the patient a clear explanation of what the examination will involve.
- Always adopt a professional and considerate manner – be careful with humour as a way of relaxing a nervous situation as it can easily be misinterpreted.
- Always ensure the patient is provided with adequate privacy to undress and dress.
- Ensure that a suitable sign is clearly on display in each consulting or treatment room offering the chaperone service.

This should remove the potential of misunderstanding. However, there will still be times when either the clinician or the patient feels uncomfortable, and it would be appropriate to consider using a chaperone. Patients who request a chaperone should never be examined without a chaperone being present. If necessary, where a chaperone is not available, the consultation/examination should be rearranged for a mutually convenient time when a chaperone can be present.

Complaints and claims have not been limited to doctors treating/examining patients of the opposite gender - there are many examples of alleged assault by female and male doctors on people of the same gender. Consideration should also be given to the possibility of a malicious accusation by a patient.

There may be occasions when a chaperone is needed for a home visit. The following procedure should still be followed.

## 5 Who Can Act as a Chaperone?

A variety of people can act as a chaperone in the practice, but staff undertaking a formal chaperone role must have been trained in the competencies required. Where possible, it is strongly recommended that chaperones should be clinical staff familiar with procedural aspects of personal examination. Where suitable clinical staff members are not available, the examination may be deferred.

Where the practice determines that non-clinical staff will act in this capacity, the patient must agree to the presence of a non-clinician in the examination and be at ease with this. The staff member should be trained in the procedural aspects of personal examinations, comfortable in acting in the role of chaperone and be confident in the scope and extent of their role. They will have received instruction on where to stand and what to watch per procedure below.

## 6 Key Actions for Chaperones

- Obtain the patient's consent to have a chaperone before the examination and record that it has been received in the patient's notes.
- Follow relevant policies and procedures where there are issues relevant to patient capacity.
- Chaperone must always give the patient privacy to undress and dress using drapes/screens/blankets.
- Record the use of and the identity of the chaperone in the patient's notes.
- Ensure the patient is always supported to dress fully after the procedure maintaining his/her full dignity and privacy.

## 7 Confidentiality

- The chaperone should only be present for the examination itself and most discussion with the patient should take place while the chaperone is not present
- Patients should be reassured that all practice staff understand their responsibility not to divulge confidential information.

## 8 GMC Guidelines

The following links to the latest GMC guidelines for intimate examinations and chaperones :

[Intimate examinations and chaperones - professional standards - GMC \(gmc-uk.org\)](https://www.gmc-uk.org/guidance/for-the-public/intimate-examinations-and-chaperones-professional-standards)

It provides a framework for all health care professionals, and sets out when and why a patient may need a chaperone and what should be taken into consideration.

If a GP wishes not to follow this guidance they should risk-assess the situation. They should record their logic or discussion clearly. Even by doing this rather than following the guidance, they will put themselves at risk.

## 9 Procedure

- The clinician will contact reception to request a chaperone.
- Where no chaperone is available, a clinician may offer to delay the examination to a date when one will be available, as long as the delay would not have an adverse effect on the patient's health.
- If a clinician wishes to conduct an examination with a chaperone present but the patient does not agree to this, the clinician must clearly explain why they want a chaperone to be present. The clinician may choose to consider referring the patient to a colleague who would be willing to examine them without a chaperone, as long as the delay would not have an adverse effect on the patient's health.

- The clinician will record in the notes that the chaperone is present and identify the chaperone.
- The chaperone will enter the room discreetly and remain in the room until the clinician has finished the examination.
- The chaperone will attend inside the curtain/screened-off area at the head of the examination couch and observe the procedure.
- To prevent embarrassment, the chaperone should not enter into conversation with the patient or GP unless requested to do so or make any mention of the consultation afterwards.
- The chaperone will make a record in the patient's medical record after examination – see below. The record will state that there were no problems or give details of any concerns or incidents that occurred. The chaperone must be aware of the procedure to follow if they wish to raise concerns.
- The patient can refuse a chaperone, and if so, this must be recorded in the patient's medical record.
- There should be clear signage in each consulting room and in reception offering a chaperone should a patient need one.
- Chaperones should be DBS checked.

### Other Uses for a Chaperone

There are times when, because of past events and the history of the patient, a clinician wants a chaperone in the consultation. Again, the patient needs to be consulted and a chaperone to attend for the duration of the consultation. At the end of the consultation the chaperone should make an entry into the patient's record.

### **10 Coding**

When a member of the Reception Team acts as a chaperone, they record this in the patient's medical record via their F12 key 'Administration Note 2033' – they then select Chaperone present and have a text option to add detail as necessary.

The Cervical Screening 2033 template contains the following codes for use by the Practice Nurse when undertaking a smear test :

- Chaperone offered
- Chaperone present
- Chaperone refused

### **11 On-line and Video Consultations**

The COVID-19 pandemic fast-tracked the use of on-line and video consultations as part of regular patient appointments and interactions, but the same chaperone principles will still apply – an on-line/video/phone consultation does not negate the need to offer a chaperone.

The GMC has published guidance for GP practices on how to provide appropriate patient care in on-line, video or telephone consultations. The guidance includes appropriate use of photographs and video consultations as part of patient care.

[Remote consultations - ethical topic - GMC \(gmc-uk.org\)](https://www.gmc-uk.org)

## **12 Review**

This policy will be reviewed every 2 years or more frequently where the contents are affected by major internal or external changes such as:

- Changes in legislation
- Practice change or change in system/technology
- Changing methodology