



## Chaperone Policy

|                                    |   |                 |
|------------------------------------|---|-----------------|
| <b>Procedure No:</b> 0024          | <b>Replacing:</b> original                                      |                 |
| <b>Issue No:</b> 1                 | <b>Revision No:</b> 1   | <b>Pages:</b> 3 |
| <b>Issue Date:</b> September 2020  | <b>Authorised by:</b> Mrs Estelle Richardson-McColl Consultancy |                 |
| <b>Last Review Date:</b> July 2024 | <b>Next Review Date:</b> July 2025                              |                 |
| <b>Lead/Author:</b> Sabiha Parali  |   |                 |

## Policy Statement

Baby Scan Studio Ashford is committed to providing a safe, comfortable environment where client's and staff can be confident that best practice is being always followed and the safety of everyone is of paramount importance.

The Chaperone Policy is clearly advertised through client's information on the website and can be read at the Baby Scan Studio upon request.

All clients are entitled to have a chaperone present for any appointment where they consider one is required. The chaperone may be a family member or friend, but on occasions a formal chaperone may be preferred.

Clients are advised to ask for a chaperone if required, at the time of booking an appointment, if possible, so that arrangements can be made, and the appointment is not delayed in any way.

All staff is aware of and has received appropriate information in relation to this Chaperone Policy.

All trained chaperones (all receptionist) understand their role and responsibilities and are competent to perform that role.

Examples of their role can be considered in any of the following areas:

- Emotional comfort and reassurance to clients
- Assist in examination.
- Assist in undressing.
- Act as interpreter
- Protection to the healthcare professional / sonographer against allegations / attack

### **Checklist for consultations involving intimate examinations**

- Chaperones are most often required or requested where a male Sonographer is carrying out an ultrasound scan on a female client. The chaperone will providing a supportive role.
- Explain to the client that they may have a chaperone if they wish too. The chaperone would normally be the same sex as the client and will have the opportunity to decline a particular person as a chaperone, if that person is considered not acceptable for any reason.
- Offer a chaperone or invite the client to have a family member / friend present.
- If the client does not want a chaperone, record that the offer was made and declined in the client's notes.
- Obtain the clients consent before the appointment start and be prepared to discontinue the ultrasound scan at any stage at the client's request.
- Record that permission has been obtained in the client's notes.
- Once the chaperone has entered the room, they should be introduced by name and the client allowed privacy to undress / dress. There should be no undue delay prior to ultrasound scan once the client has removed any clothing.
- Explain what is being done at each stage of the ultrasound scan, the outcome when it is completed and the next steps. Keep discussion relevant and avoid personal comment.
- If a chaperone has been present, record that fact and the identity of the chaperone in the client's notes.
- During the examination, the chaperone may be needed to offer reassurance, remain alert to any indication of distress but should always be courteous.

- Record any other relevant issues or concerns in the client's notes, immediately following the appointment.
- Chaperones should only attend the part of the appointment that is necessary – other verbal communication should be carried out when the chaperone has left.
- Any request that the ultrasound scan be discontinued should be respected.
- Healthcare professionals / Sonographer should note that they are at an increased risk of their actions being misconstrued or misrepresented where no other person is present.

## **MONITORING**

The effectiveness of this policy will be monitored, and changes made as required or in line with legislation, contractual arrangements, good practice or in response to an identified failing in its effectiveness.

## **ROLES & RESPONSIBILITIES**

It is the responsibility of all staff contracted by Baby Scan Studio to ensure that they adhere to this policy and report any breaches in the policy to the Managing Director Sabiha Parali.