



Delivering Quality Healthcare

Policy Title	Mobile Phones Policy: 45	Date Implemented or Date of Last Review	10/05/2020
CQC KLOE Reference	Well Led	Date of Next Review	09/05/2021

1. INTRODUCTION

- 1.1. Mobile phones have become an integral part of everyday life. Their use has become a key factor in how we communicate with one another. However, within the social and health care industry, the use of mobile phone technology can if not used appropriately, be disruptive and distractive if not managed appropriately.
- 1.2. This policy sets out to guide temporary workers on the use of mobile phones during their work.
- 1.3. Temporary workers should not carry a mobile phone on their person during their shift.
- 1.4. Mobile phones may be used with the advance permission of the manager or senior temporary worker for emergency calls only.
- 1.5. If the temporary worker has permission from the manager to use the mobile phone during work hours, they do so at their own risk. No liability will be accepted for the loss, damage or theft of the mobile phone.
- 1.6. Temporary workers using the organisations mobile phone should ensure that it is kept in a safe place always.

2. PROCEDURE FOR USE OF MOBILE

- 2.1. Temporary workers using a mobile phone as part of their job must do so whilst observing the law and take note of the following:

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- 2.2. Use your phone in the workplace without disruption to others. For example, during a meeting, take the phone outside so that the call can be taken in private.
- 2.3. If you do not have a hands-free kit installed in your car you must not use your mobile phone whilst driving. Pull the vehicle over to a safe place and switch off the engine.
- 2.4. If you want to be able to make/receive phone calls whilst driving you must install an approved hands-free kit, which does not require you to hold the phone or any hands-free equipment at any point.
- 2.5. The kit must have an earpiece. Hands free kits can also be distracting. Failure to have proper control of a vehicle under Regulation 104 of the Road Vehicles (Construction & Use) Regulations 1986 could lead to a fine and prosecution.
- 2.6. Any penalties incurred by the temporary worker for improper use of mobile phones will be met by the temporary worker. These are not claimable via the company expenses process.
- 2.7. Temporary workers who break the law may be subject to disciplinary action.

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