

Use of Mobile Phone/Devices at work

Linsell House Staff Guidelines

Purpose

The aim of this document is to provide guidance to staff/ visitors/ people using services within Linsell House, on the appropriate use and management of smart devices whilst at work.

This should be read alongside the [Adult Social Care Mobile Devices at Work Policy](#) which is available on the SCHH Policy Hub.

Overview

Linsell House understands that staff may need to have the use of a mobile phone during their working hours, however, use of mobile phones whilst at work is limited to be used at break times or with the agreement of the shift leader /manager.

Mobile Device Applications

Central Bedfordshire Authenticator

Linsell House recognises that most staff have the authenticator application on their personal mobile phones. This is used to generate a code to gain access to the Central Bedfordshire account safely in accordance with data protection and Information security. Personal devices can be used during work time to access this application.

WhatsApp


Linsell House also has a WhatsApp Team group that is used to improve communication to the staff team. Typically, this is used to request cover for shifts often at short notice or to inform staff promptly of any COVID updates or information. The content and flow of information is monitored by the management team to make sure that all information shared remains professional and within CBC boundaries of professional practice. In line with Data Protection and GDPR rule, no confidential, personal information is shared via this application.

Use of Personal Mobile Phone/Devices at work

- Staff may use their devices during their break time; however, this must not be in the bungalows or in front of people. If staff need to make calls, this should be outside of the building

Use of Work Phones

- Linsell House recognises that there may be occasions when staff need to be contacted in an emergency for example if their child or close relative is ill. In this situation the staff member may be



contacted on the Linsell House Landline 0300 300 5684. The staff member should also make sure that a manager or the service administrator is aware.

- When accessing the community, field mobile phones that are available to use. All phones will have Linsell House numbers stored and can be used to contact a member of the management team if required.
- In line with good practice any mobile phones being used in the service must be wiped using an appropriate antibacterial wipe to mitigate against the risk of bring COVID into the building