

# Use of Mobile Phone/Devices at work

## Reablement/UHFRS Staff Guidelines

### Purpose

The aim of this document is to provide guidance to staff supporting people in the community, on the appropriate use and management of smart devices whilst at work.

This document applies to Reablement and UFHRS services and should be read alongside the [Adult Social Care Mobile Devices at Work Policy](#) which is accessible on the SCHH Policy Hub

### Line Manager Responsibilities:

- All team members are allocated a work mobile phone.

### Use of Personal Mobile Phone/Devices at work

- Staff are responsible for the safety of their own personal devices
- While at work, staff should refrain from using their personal devices unless there is an immediate risk to theirs or a person in receipt of support's personal safety and they are required to seek help in an emergency and are unable to do so using the allocated work phone
- Personal devices must always be switched to silent mode whilst at work
- These guidelines always apply when at work and representing the council, including in the community