

9.13 – Personal Mobile Phones in Care Homes

Copies of all Elizabeth Finn Homes Limited (EFHL) HR Policies can be found on the EFHL Intranet. All EFHL employees are subject to EFHL HR Policies. EFHL HR Policies are non-contractual, are reviewed regularly and may be subject to change. All queries on the application or interpretation of this policy should be raised with the Head of Department or HR. If you have any queries about your rights in relation to how we collect and store your personal information please speak to your manager or HR

Purpose

The purpose of this policy is to ensure that Elizabeth Finn Homes Limited (EFHL) continues to maintain the efficient operational environment of the Company and the quality of services to its residents. We consider that the use of personal mobile phones is a distraction within the Home that can interfere with the delivery of care and services.

Policy

- The use of personal mobile phones is not permitted for any purpose whilst on duty within the Care Home unless express exceptional permission is given by the General Manager.
- If personal mobiles are brought to work they should be locked away in staff lockers at the commencement of every shift as with other personal valuables.
- If staff need to be contacted whilst on duty then family members etc should be made aware of the main contact telephone number of the Home for emergencies where a message can be taken or a call returned if necessary.
- Staff may use their personal mobile phones whilst on breaks in the staff room only.
- If an employee fails to abide by this policy disciplinary action may be taken against them.