



Mobile phone usage policy

All Inspire South West Practitioners, are required to respect privacy, maintain confidentiality and adhere to safe practices when using mobile phones whilst supporting Inspire South West Clients and their Families.

This policy applies to any device that makes or receives phone calls, leaves messages, sends text messages, has Internet access, or downloads and allows for the reading of and responding to email whether the device is company-supplied or personally owned. The policy applies to:

-All Practitioners working and volunteering for Inspire South West, this also includes self-employed practitioners.

Using Personal Mobile phone devices in Vehicles:

In general, all ISW practitioners are prohibited from using Mobile phones whilst driving accompanying a Client. This prohibition includes but is not limited to receiving or placing personal or work-related calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages or selfies while driving.

Practitioners taking an urgent call whilst driving are required to stop their vehicle in a safe location so that they can safely use their phone or similar device. The only exception to this rule is if practitioners have a safe hands-free device, this however would be for emergency situations only. Practitioners should still be aware of the importance of confidentiality.

Usage of Mobile phones whilst working:

Company Number: 9561027

1 Allenstyle Drive, Yelland, Devon, EX31 3DY
Tel: 07453300171 Lyn.Brown@inspiresouthwest.co.uk



We require that ALL Practitioners only respond to personal calls and text messages in their own time. These calls should be taken/or made away from the main work area and dealt with respectfully of the other people within the premises. Personal mobile phones should not be used to take photos or recordings of children or families unless cleared by Lyn Brown and the people you are photographing.

Please also remember that selfies, social media usage and phone calls are prohibited during work times and that mobile phones should never be used, unless it's an emergency situation where you believe a client or yourself are in immediate danger. If there are any other reason practitioners feel that they need to be using their mobile phones or other devices this **must** be cleared on an individual case by case basis by Emma Sojitra Director of education beforehand.

Lone Workers

For personal safety reasons, Practitioners who are working alone, are permitted to leave a mobile phone device switched on whilst at work but should keep the phone set to silent and only make outgoing calls in the case of an emergency.

Any Employed, self-employed or volunteers representing Inspire South West who violate this policy could be subject to disciplinary actions, up to and including termination of contract