



Policy	Mobile Phone Use Policy
Applicability	Bower Place
Authorisation	General Manager / Directors
Policy Endorsement Date	26th July 2017

Policy Review Date	22 nd June 2021
	16th October 2020
	16th January 2019

Next Policy Review Date	June 2022
Document version	V2.2Final
Policy Owner	Directors

For Students:

- Mobile phones are to be turned off on arrival.
- No use of mobile phones always.
- Mobile phones may only be used outside the practice.

For Course Facilitators:

- Mobile phones are not to be taken into a consulting room, observation room and training room.
- Only use your mobile phone in designated areas: Administration area and office only.
- Turn the volume on silent and activate the vibrate alert.
- Use Message Services to Answer Calls: If a call is unnecessary or it will disrupt others to answer at the time, don't answer the call and let it divert to voicemail or an answering service.
- Mobile phone use in front of clients is not acceptable.
- Mobile phones are a communication tool to assist while performance of duties, facilitation process and purpose, to be used only in the teaching room.

**Your (place) for
positive change.**

For Practitioners:

- Mobile phones are not to be taken into a consulting room, observation room, briefings, debriefing and the training room.
- Only use your mobile phone in designated areas: Administration area and meeting room only.
- Turn the volume on silent and activate the vibrate alert.
- Use Message Services to Answer Calls: If a call is unnecessary or it will disrupt others to answer at the time, don't answer the call and let it divert to voicemail or an answering service.
- Mobile phone use in front of clients is only acceptable if required for performance of duties, facilitation of therapeutic process and purpose.

For Other Staff:

- Mobile phones are not to be taken into a consulting room, observation room, briefings, debriefing and teaching room.
- Only use your mobile phone in designated areas: Administration area and meeting room only.
- Turn the volume on silent and activate the vibrate alert.
- Use Message Services to Answer Calls: If a call is unnecessary or it will disrupt others to answer at the time, don't answer the call and let it divert to voicemail or an answering service.
- Mobile phone use in front of clients is only acceptable if required for performance of duties, facilitation of therapeutic process and purpose.

Mobile Phone Use in consultations – Practitioners only

- Mobile phones to be used only in the consultation room, training room and community facilitation to assist for performance of duties, training purpose, helping in the therapeutic session (e.g., Taking notes, phone call to third party. etc.) and for safety purposes.
- Strict adherence to privacy and confidentiality is always required.