



Mobile Phones in Schools Policy

Reviewed: October 2026

Review due: October 2027

1. Purpose

At Kingshill Infant School, our priority is to provide a safe, calm, focused and nurturing environment in which every child can learn, play and develop.

This policy sets out our expectations regarding mobile phones and other internet-enabled smart devices in school.

As an infant school, we believe that children should not need to have access to a mobile phone during the school day. This is consistent with our commitment to being a Smartphone-Free Childhood school and with current Department for Education guidance, which expects schools in England to be mobile-phone-free by default.

Our approach is intended to support children's wellbeing, attention, relationships, safety and ability to engage fully in childhood without the distraction or pressures associated with smartphones and constant connectivity.

2. Scope

This policy applies to:

- all pupils at Kingshill Infant School;
- all staff;
- volunteers, governors, visitors and contractors;
- mobile phones and other personal smart devices with similar functionality.

For the purposes of this policy, smart devices include, but are not limited to:

- mobile phones and smartphones;
- smartwatches capable of sending or receiving messages or notifications;
- devices capable of recording photographs, video or audio;
- other internet-enabled wearable devices with communication functionality.

The DfE guidance specifically states that its reference to mobile phones should also include other smart technology with similar functionality, where schools choose to include this within their policy.

3. Our approach

Children at Kingshill Infant School should not bring mobile phones to school.

As an infant school, our pupils do not require a mobile phone to travel independently to and from school. If a child needs to contact home during the school day, this will be facilitated through the school office.

Similarly, if a parent or carer needs to contact their child urgently, they should contact the school office (01920 465349) rather than attempting to contact the child directly.

This is already established as part of Kingshill's commitment to being a Smartphone-Free Childhood school.

4. Pupils bringing mobile phones or smart devices to school

4.1 Mobile phones

Pupils must not bring mobile phones or smartphones onto the school site.

This applies throughout the school day and includes:

- lessons;
- assemblies;
- playtimes;
- lunchtimes;
- before- and after-school provision where this is operated by the school;
- school trips and visits

4.2 Smartwatches and other smart devices

Pupils should also not bring smartwatches or other internet-enabled communication devices to school.

This includes devices which can:

- send or receive messages;
- make or receive calls;
- receive notifications;
- access the internet;
- record photographs, video or audio.

Parents and carers are specifically asked to support the school's Smartphone-Free Childhood approach by avoiding smartwatches and internet-enabled devices in school.

5. Exceptional circumstances

The school recognises that there may be exceptional circumstances where a child may require access to a mobile phone or smart device.

Any such arrangement must be agreed in advance with the Headteacher.

Examples may include:

- a specific medical requirement;
- a disability-related need where the device forms part of a reasonable adjustment;
- another exceptional safeguarding or individual circumstance.

Where an exception is agreed, the school will determine the appropriate arrangements for the device, including where it is stored and when it may be accessed.

The DfE guidance makes clear that schools must consider their legal duties around reasonable adjustments and medical conditions and may need to make adaptations for individual pupils where appropriate.

An agreed exception does not mean that a pupil has unrestricted access to their device.

6. If a mobile phone or smart device is brought into school

If a pupil brings a mobile phone or smart device to school without prior authorisation:

- The device will be removed from the pupil and taken to the school office.
- The device will be kept securely.
- Parents/carers will be contacted and asked to collect the device.
- The incident will be recorded where appropriate.
- Repeated incidents will be addressed in accordance with the school's Behaviour Policy.

The school will handle confiscated devices in accordance with the DfE guidance and its Behaviour Policy. The DfE confirms that schools may confiscate mobile phones where their policy has been clearly breached, subject to proportionality and consideration of the individual circumstances of the pupil.

7. Use of mobile phones and smart devices

Pupils must not use mobile phones or smart devices anywhere on the school site during the school day.

This includes:

- making or receiving calls;
- sending or receiving messages;
- accessing the internet;
- taking photographs;
- recording video;
- recording audio;
- accessing social media;
- using games or apps;

using a device during break or lunchtime.

In particular, taking photographs or videos of children or staff using a personal device is a serious safeguarding matter and will be dealt with by the Headteacher, Elliott Plumb.

This reflects Kingshill's existing position that photography or video recording using a mobile phone may become a safeguarding or legal matter.

8. Safeguarding

Mobile phones and smart devices can create safeguarding risks, including:

- inappropriate communication;
- access to unsuitable content;
- unauthorised photography or recording;
- sharing of images or information;
- online bullying or unkind behaviour;
- inappropriate contact with others.

Where the use or possession of a device raises a safeguarding concern, staff will follow the school's Child Protection and Safeguarding Policy and involve the Designated Safeguarding Lead where appropriate.

The DfE guidance also advises schools to consider whether misuse of a device indicates that a child may be at risk of harm and to follow safeguarding procedures where necessary.

9. Contact between school and families

Parents and carers should not contact children directly on a mobile phone during the school day.

If parents/carers need to contact their child urgently, they should contact the school office.

If a child needs to contact a parent or carer during the school day, this will be arranged through the school office.

This ensures that communication is managed safely and appropriately and that children remain focused on learning and school life.

The DfE specifically recommends that parents are directed to the school office when they need to contact their child during the school day.

10. Staff expectations

Staff are expected to model appropriate and professional use of mobile phones and smart devices.

Personal mobile phones should not be used for personal reasons in front of pupils during the school day.

There may be appropriate occasions when a staff member needs to use a mobile phone or similar device for a legitimate school purpose, for example:

- an emergency;
- safeguarding;
- communication with colleagues;
- school-related authentication or systems;
- an agreed work-related activity.
- Staff should use school-approved devices and systems wherever possible.
- Staff must never use a personal mobile phone to photograph or record pupils.

The DfE expects staff to consistently enforce the school's mobile phone policy and to avoid personal use of mobile phones in front of pupils during the school day.

11. Visitors, volunteers and contractors

Visitors, volunteers and contractors are expected to follow the school's safeguarding expectations.

Personal mobile phones should not be used to photograph, video or record children.

Where a visitor needs to use a mobile phone for an appropriate professional reason, this should be discussed with a member of staff.

12. Responsibility for personal devices

Kingshill Infant School cannot accept responsibility for the loss, theft or damage of any personal mobile phone or smart device brought onto the school premises in breach of this policy.

Parents and carers are therefore strongly advised not to allow children to bring such devices to school.

13. Working with parents and carers

Our approach to mobile phones is part of our wider commitment to supporting a Smartphone-Free Childhood.

We recognise that schools and families have an important shared role in helping children develop healthy and age-appropriate relationships with technology.

We ask parents and carers to support us by:

- not sending mobile phones or smart devices into school with their child;
- supervising children's use of technology at home;
- having age-appropriate conversations about online safety;
- setting clear boundaries around screen use;
- considering delaying children's access to smartphones and social media;
- modelling healthy use of technology at home.

Our existing school guidance highlights concerns including inappropriate content, increased screen time, unsafe online behaviour and reduced attention and focus.

The wider **Smartphone-Free Childhood** in Hertfordshire also encourages families and schools to work collectively to delay children's access to smartphones and social media.

14. Teaching children about technology

Being a smartphone-free school does not mean that we are anti-technology.

Technology has an important role in children's education and in preparing them for life in a digital world.

Through our curriculum, including computing, PSHE and online safety education, we will help children to develop:

- an understanding of how technology can be used positively;
- age-appropriate online safety knowledge;
- an understanding of respectful behaviour online;
- the ability to recognise potential risks;
- confidence to seek help when something online makes them uncomfortable;
- healthy and balanced attitudes towards technology.

The DfE guidance recommends that pupils are taught both about the risks associated with mobile phones and about the benefits of a mobile-phone-free environment.

11. Visitors, volunteers and contractors

Visitors, volunteers and contractors are expected to follow the school's safeguarding expectations.

Personal mobile phones should not be used to photograph, video or record children.

Where a visitor needs to use a mobile phone for an appropriate professional reason, this should be discussed with a member of staff.

15. Behaviour and sanctions

Failure to follow this policy will be managed in accordance with the school's Behaviour Policy.

Where a pupil brings a mobile phone or smart device into school without authorisation, the school may confiscate the device and require a parent/carer to collect it.

Repeated or deliberate breaches may result in further action under the Behaviour Policy.

Where the use of a device involves photography, recording, inappropriate communication, safeguarding concerns or other serious behaviour, the Headteacher will determine the appropriate response.

Any sanction will take account of the child's age, individual circumstances, SEND and any relevant reasonable adjustments, in line with DfE guidance.

16. Searching

Mobile phones and relevant smart devices may be identified within the school's Behaviour Policy as items that may be searched for where there are reasonable grounds to suspect that a pupil is in possession of one.

Any search will be conducted in accordance with the school's Behaviour Policy and the DfE guidance on searching, screening and confiscation.

17. Trips and visits

Unless specifically agreed by the Headteacher, pupils should not bring mobile phones or smart devices on school trips or educational visits.

Where exceptional arrangements are required, these will be communicated to parents/carers in advance.

18. Our shared commitment

At Kingshill Infant School, we want children to have the freedom to:

- play, talk, learn, explore, imagine and build relationships without the distraction of a smartphone.
- Our mobile-phone-free approach is not simply about preventing a device from being used in school. It is part of our wider commitment to children's safety, wellbeing, attention, relationships and healthy development.

We recognise that schools cannot do this alone. By working together with families, we can give children the time and space to develop the confidence, resilience and knowledge they will need to navigate the digital world safely as they grow.

19. Review

This policy will be reviewed annually, or sooner where there are changes to legislation, statutory guidance or the school's circumstances.

The policy will be reviewed alongside:

- Behaviour Policy;
- Child Protection and Safeguarding Policy;
- Acceptable Use Policy;
- Staff Code of Conduct;

- Equality and SEND policies.

Key reference documents:

Department for Education – Mobile phones in schools – statutory guidance, updated June 2026.

Kingshill Infant School – Smartphone-Free Childhood – Kingshill’s existing position and expectations for families.

Smartphone-Free Childhood – wider campaign information and family resources.