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# Hove Learning Federation

## Mobile Phone Policy

Amended: Spring 2026

Adopted by Behaviour & Inclusion Committee on behalf of the Governing body:

To be Reviewed: Spring 2028

We are committed to safeguarding and ensuring the health, safety and well-being of all pupils in accordance with safeguarding procedures and guidance for staff outlined in the school's Health and Safety, Child Protection, Security and Safeguarding policies.

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### 1. Introduction and aims

At Hove Learning Federation we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use.
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers.
- Support the school's other policies, especially those related to child protection and behaviour.

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

### 2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

### 3. Roles and responsibilities

#### 3.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

Senior Leadership are responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones

#### **4. Use of mobile phones by staff**

##### **4.1 Personal mobile phones**

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) **are not permitted** to use their personal mobile phone, while children are present or during contact time (See **4.4** below for exceptions). Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance (this list is non-exhaustive):

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The Head of School will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 01273 916609 for the Portland Road site, 01273 916707 for the Holland Road site and 01273 733386 for the School Road site as a point of emergency contact.

##### **4.2 Data protection**

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

See also HLF Data Protection Policy

##### **4.3 Safeguarding**

Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

##### **4.4 Using personal mobiles for work purposes**

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to:

- Use of multi-factor authentication such as CPOMS
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

#### 4.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct

#### 4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

### 5. Use of mobile phones by pupils

Pupils should not bring smartphones into school. If a child brings a non-smart mobile device (often referred to as a 'brick phone') it cannot be used on school premises. This device must be handed in to the class teacher upon arrival at school and can be collected at the end of the school day. This ensures that these devices are used solely for communication outside of school hours.

If a child does bring a smartphone to school, the school will contact the parent or carer and ask them to collect the device from the School Office.

It is recognised that there may be some occasions where a child does need to access their phone throughout the day e.g. to track insulin levels if they have diabetes. This will form part of a Health Care Plan.

Any exceptions to this policy will need to be discussed and agreed with the Senior Leadership Team.

#### 5.1 Use of smartwatches by pupils

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

- Smartwatches or similar items that have internet access are not allowed to be brought to school by pupils. If they are seen on the premises they will be collected for safekeeping by the School Office and the parent / carer will be contacted and asked to collect them.

#### 5.3 Sanctions

We ask for the understanding and co-operation of all parents/carers in ensuring that this policy is consistently followed.

Staff at Hove Learning Federation have the right to confiscate phones or similar technology when a child is in breach of the school policy. In addition, staff have the power to search pupils' phones in specific circumstances, as set out in DfE's guidance on searching, screening and confiscation.

Should a child repeatedly breach school policy by bringing a smartphone to school, Senior Leaders will confiscate the phone initially for up to 5 days but may do for longer periods.

In each case, the sanction given will be reasonable and proportionate. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)

- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of [Keeping Children Safe in Education](#)

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

Where safeguarding concerns are raised the school will contact families to alert them to what has happened and make a referral to Front Door for Families. In some circumstances families may be encouraged to contact the police for support.

## **6. Use of mobile phones by parents/carers, volunteers and visitors**

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day. They should refrain from using phones on the school grounds where possible.

This means:

- Not taking pictures or recordings of pupils, unless it's at a public event (such as a school fair), or of their own child.
- Using any photographs or recordings for personal use only, and not posting on social media without consent.
- Not using phones in lessons, or when working with pupils

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers.
- Take photos or recordings of pupils, their work, or anything else that could identify a pupil.

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on their personal mobile during the school day.

## **7. Loss, theft or damage**

Pupils bringing permitted mobile phones to school must ensure that the phones are appropriately labelled and are stored securely when not in use.

Pupils must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

Confiscated phones will be stored securely in the school office and parent/carer will be phoned to come and collect.

## **8. Monitoring and review**

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils

- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of the Executive Headteacher or Head of School in a timely manner.

## **Appendix 1: Code of Conduct for pupils.**

### **Code of Conduct for Pupils**

1. You may not bring Smart phones or any other smart devices (including Smart watches) to school.
2. Permitted mobile phones ('brick' phones) may be used if you are walking to and from school independently. This must be handed to the class teacher who will lock it away during the school day and return it to you at the end of the day.
3. You may not use a mobile phone of any kind on the school premises. This includes during activities outside of the school day e.g. after school activities or events including school discos.
4. You must not share your phone number with people you don't know or share other people's contact details without their permission.
5. You must not share your phone's password or access code with anyone else.
6. If a member of staff asks you to hand over a mobile phone, you must do so. Any refusal will be a breach of the school rules. You will risk your phone being confiscated.
7. If you do own a phone for use outside of school, you must be aware of how to use your phone responsibly. Rules on sending unkind or bullying messages apply even when you are not in school.

## **Appendix 2: Mobile phone information slip for volunteers and visitors**

### **Use of mobile phones and similar devices in our school**

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present.
- Do not take photos or recordings of pupils or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.