



Sacred Heart School

Electronic Devices and Photography Policy

At Sacred Heart School we all aspire to provide a happy, safe and secure environment in which every child is encouraged to achieve their full potential.

This policy is applicable to all staff, including those in EYFS.

Written by:	Headteacher- Johanna Collyer
Approved by:	Senior Leadership Team- Antonia Gabriel, Sarah Alcock and Emma Turner
Last reviewed on:	November 2025
Review date:	November 2027
Review Cycle:	Every Two Years

Contents

Introduction and Aims	3
Roles and Responsibilities.....	3
Use of Electronic Devices by Staff	3
Personal Mobile Phones	3
Data Protection	4
Safeguarding	4
Using Personal Mobiles for Work Purposes	4
Sanctions	4
Use of Electronic Devices by Pupils	4
Use of Electronic Devices by Parents/Carers, Volunteers and Visitors	5

Introduction and Aims

At Sacred Heart, we recognise that electronic devices with imaging, recording and sharing capabilities — including smartphones, tablets, laptops, and wearable technology such as smartwatches and fitness trackers — are a part of everyday life for parents, carers, staff and pupils.

This policy aims to:

- Promote and model safe, responsible and respectful use of electronic devices.
- Set clear guidelines for the use of electronic devices by pupils, staff, parents, carers and volunteers.
- Support related school policies, especially those concerning safeguarding, data protection and behaviour.
- Address risks posed by the use of electronic devices, including privacy, data protection, lesson disruption, and the potential for theft or damage.

Roles and Responsibilities

- All staff (teaching, support and supply) are responsible for upholding this policy.
- Volunteers and visitors must report any breaches to a member of staff.
- The Headteacher is responsible for reviewing and monitoring this policy every two years and ensuring its consistent implementation.

Use of Electronic Devices by Staff

The school accepts that employees may bring personal electronic devices to work; however:

- Personal devices must not be used for calls, messaging or browsing during contact time.
- Staff mobile phones and smartwatches must be switched off or on silent during teaching hours and stored securely.
- Personal devices must not be visible or used in spaces where children are present (e.g., classrooms, playgrounds).
- In the Foundation Stage building, mobile phones may only be used in the staffroom.
- Staff must not use personal devices to take photographs, record videos, or capture pupil information.
- Any exception (e.g., emergency contact for a family member) must be approved by the Headteacher.

Staff may use personal devices in exceptional circumstances such as emergency evacuations, trips or residential visits, following safeguarding and professional conduct standards.

Personal Mobile Phones

Use of personal mobile phones must be limited to non-contact time and areas where pupils are not present (such as the staffroom).

Exceptions may be permitted by the Headteacher in the case of:

- Emergency contact with dependents or schools
- Acute illness or family emergency
- Lockdown or other emergency situations

If not approved, the school office must be used as the point of contact.

Data Protection

Staff must comply with the Data Protection Act 2018 and UK GDPR.

They must not use personal devices or generative AI tools (e.g., ChatGPT, Bard) to process or share any personal, pupil or confidential data.

All school information must only be stored and accessed through authorised school systems.

Safeguarding

Staff must:

- Refrain from sharing personal contact details with pupils or parents/carers.
- Maintain professional boundaries both offline and online.
- Use only school-owned devices to photograph or record pupils or their work.
- Store and share images only through school-approved platforms.

Wearable or AI-enabled devices (e.g., smart glasses) must not be used to record, monitor, or capture data relating to pupils.

Using Personal Mobiles for Work Purposes

In limited situations such as off-site trips, emergency evacuations or medical monitoring (e.g., diabetic apps), staff may use personal devices. In these cases, they must:

- Use devices appropriately and professionally.
- Avoid taking photographs or recordings of pupils or their work.
- Contact parents or carers only via the school office.

Sanctions

Failure to comply with this policy may result in disciplinary action in accordance with the Staff Code of Conduct.

Use of Electronic Devices by Pupils

Pupils are not permitted to bring personal devices to school unless agreed by the Headteacher (e.g., for medical purposes).

A risk assessment must be completed for such cases.

Smartwatches, fitness trackers (such as Fitbits), and similar wearable devices with messaging or recording features are not permitted during the school day.

During remote or blended learning, pupils must follow the school's Online Safety and Remote Learning Policy.

Use of Electronic Devices by Parents/Carers, Volunteers and Visitors

Parents, carers, visitors and volunteers must follow this policy while on school grounds.

They must:

- Keep devices on silent and avoid using them during lessons or school activities.
- Refrain from photographing or recording pupils unless it is a public event (e.g., school fair or assembly) and only of their own child.
- Use any photographs or recordings for personal use only, and not post them online without consent.
- Follow school guidance on social media and safeguarding.

Parents who photograph their child during school events must agree not to post such images on social media. This agreement forms part of the school's Photo Permission Form.

Parents and carers must use the school office as the first point of contact if they need to reach their child during the school day.

Visitors will be reminded of these rules when signing in or attending school events.