



# Weston Schools Federation

## Use of two Way Radio Policy

Dates

2020-2022

## **Use of Two Way Radio Policy**

### **Introduction**

Walkie-talkie units are used routinely throughout the school day as part of our schools' safeguarding measures.

How Walkie Talkies are used to communicate and the nature of the information being communicated is an important part of keeping children safe.

This guidance sets out what is expected regarding the use of Walkie Talkies supplied by the school.

### **Use**

Walkie Talkies are primarily used by staff within school to request assistance. This could be a situation where the Site Manager is required for maintenance work to be carried out. However, there are occasions when assistance may be required for a pupil / member of staff in relation to an incident, accident or medical condition, within the school, and it is important that the appropriate assistance is received as soon as possible.

### **GDPR**

It is important to understand that when communicating information via a Walkie Talkie, we are communicating over a radio network. Therefore, others in the vicinity using the same network may also be able to hear your conversations. Therefore, it is important that appropriate controls are in place.

### **Risks/Consequences**

To minimise the risk of unauthorised access to any information that is communicated via Walkie Talkies, we recommend following the best practice recommendations below to prevent individuals without the correct authorisation intentionally or accidentally gaining access to personal information.

Any unauthorised access to information may result in a safeguarding issue or Data Protection breach.

### **Best Practice**

Under no circumstances must any personal information be communicated which could enable an individual to be identified. All messages should be brief and to the point.

All staff are reminded that:

- NO CONVERSATION IS PRIVATE
- Only initials of staff and children are to be used. Full names are never to be used or any other 'personally identifiable information' such as addresses, phone numbers etc.
- When making a call the person should state where they are and in a medical emergency state that a first aider is required
- The units are for brief communication which may be backed up by telephone calls and face to face communication
- The units are only to be used for professional use within the school

- In conjunction with this policy, the school's Data Protection Policy should be read and understood by all staff. This is available on the school website or a copy is available from the school office.
- In the event of loss or theft the member of staff must inform the schools lead Data Protection Officer as soon as possible.



Signed Chair of Governing Body:

[date]

Signed Headteacher:

[date]

Date of last review: March 2020

Date of next review: March 2022

