



St Anne's School and Sixth Form College

Walkie Talkie – Acceptable Use Policy

This policy was adopted in 2013 and updated in September 2018

1. INTRODUCTION

This policy document was written in the Summer term 2013; in conjunction with the Safeguarding of children and young people at St. Anne's.

Employees are responsible for following the standards of conduct laid down in this policy and should understand how this policy relates to the school ethos, health and safety, safeguarding, and e-safety.

2. FUNDAMENTAL PRINCIPLES

Walkie Talkies are in place to assist with emergency situations when working with children / young people ie. behaviours that challenge or complex medical needs, or when staff are in working in an area. Not all staff are required to carry a walkie talkie at all times.

All staff are required to comply with the principles of the walkie talkie acceptable use policy.

- **Inventory** – all walkie talkie radios are listed on the Residence inventory.
- **Storage** – when walkie talkies are not in use, they should be returned to their allocated area.
- **Charging** – all staff are responsible for making sure that walkie talkies are fully charged before use, and that after use they are placed on charge after use.
- **Staff use** – walkie talkies should be fastened onto staff clothing, and not left in reach of pupils.
- **Child / young person use** – this should only be in extreme circumstances, whereby the staff member has requested this or the staff member is unable to call for assistance.
- **Language** – messages should be kept to a minimum and discreet. Walkie talkies are in place for emergency situations and not intended for conversations between staff. No personal information should be given.
- **Channel frequency** – in the Residence Motorola radios are used on channel '4' during the day and channel '3' overnight.
- **Taking off site** – consideration must be made when using out in the community ie. interference with other walkie talkies / taxi radios.
- **Licence** – a licence is held for the use of the walkie talkies by St. Anne's staff.

3. ROLES AND RESPONSIBILITIES

Managers are responsible for ensuring the acceptable use policy is adhered to at all times in respect of the employees they manage.

Failure to adhere to the standards of conduct may result in formal disciplinary proceedings.