



EMMAUS CATHOLIC MAC

Two Way Radio (Walkie Talkie) Policy

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Ratified by	Compliance
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Post holder responsible	Chief Finance and Operations Officer



Commitment to Equality:

We are committed to providing a positive working environment which is free from prejudice and unlawful discrimination and any form of harassment, bullying or victimisation. We have developed a number of key policies to ensure that the principles of Catholic Social Teaching in relation to human dignity and dignity in work become embedded into every aspect of school life and these policies are reviewed regularly in this regard.

This Two Way Radio Policy has been approved and adopted by Emmaus Catholic Multi Academy Company on 10th September 2023 and will be reviewed in September 2025.

Signed by Director of Emmaus Catholic MAC:

Signed by CSEL for Central Team:

Schools to which this policy relates:

Signed by Principal for – Hagley Catholic High School

Signed by Principal for – Our Lady of Fatima Catholic Primary School:

Signed by Principal for – Our Lady & St Hubert's Catholic Primary School:

Signed by Principal for – St Ambrose Catholic Primary School:

Signed by Principal for – St Francis Xavier Catholic Primary School:

Signed by Principal for – St Gregory's Catholic Primary School:

Signed by Principal for – St Joseph's Catholic Primary School

Signed by Principal for – St Mary's Catholic Primary School:

Signed by Principal for – St Philip's Catholic Primary School:

Signed by Principal for – St Wulstan's Catholic Primary School:

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DEFINITIONS

The Company's standard set of definitions is contained at [Definition of Terms](#) – please refer to this for the latest definitions.

1. Introduction

- 1.1 The use of Walkie Talkies/Two Way Radios within school is an essential part of daily school life. Emmaus Catholic Multi Academy Company ('the MAC') recognises the importance of using Walkie Talkies as a method of communication within school to ensure that children and staff are kept safe at all times.
- 1.2 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.
- 1.3 The majority of time Walkie Talkies are used by staff within school is 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 accident or medical condition, within the school, and it is important that the appropriate assistance is received as soon as possible.

2. Data Protection

- 2.1 It is important to understand that when communicating information via a walkie-talkie, you are communicating over a radio network. Therefore, others in the vicinity using the same network may also be able to hear your conversations e.g. taxi drivers. Therefore, it is important that appropriate controls are in place.
- 2.2 Article 5 (1)(f) of the UK General Data Protection Regulation requires that personal data should be:

‘processed in a manner that ensures appropriate security of the personal data, including protection against unauthorized or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organizational measures (integrity and confidentiality).

3. Risks/Consequences

- 3.1 To minimise the risk of unauthorised access to any information that is communicated via Walkie Talkies, The MAC follow 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 a Data Protection breach. Any suspected personal data breach should be reported to the Principal immediately who must then report it to the Chief Finance and Operations Officer.

4. Best Practice

- 4.1 Under no circumstances must any personal information be communicated which could enable an individual to be identified. For example, only communicate first name or initials or use a code system when requesting assistance.
- 4.2 Each member of staff is required to ensure the safety of their Walkie Talkie. The member of staff must sign for the Walkie Talkie and agree to follow this guide. In the event of loss due to a theft or the item being lost the member of staff must inform the school's Data Protection Officer immediately.
- 4.3 The member of staff is obligated to ensure that the communication language used on the Walkie Talkie is professional and under NO circumstances must they use abusive or inappropriate language.
- 4.4 In conjunction with this policy, the school's Data Protection Policy should be read and understood by all staff. This is available on the MAC website or a copy is available from the school office.
- 4.5 All staff using a walkie talkie should have completed the Data Protection online training on National College.

5. What Should The Walkie Talkie Be Used For

- 5.1 To enable Teachers to be able communicate from their classroom when requiring assistance, such as messages to the office for parents, late attendees, notifying the office of medical appointments, call for SLT support, call for first aid support.
- 5.2 SLT to provide support when called for.
- 5.3 Lunchtime supervisors to call for support such as first aid, SLT support.