



The Linden Centre

The Linden Centre

Two-Way Radio Policy

Signed by:		
	Headteacher	Date:
	Chair of Management Committee	Date

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Statement of Intent

A two way radio (commonly known as a walkie-talkie) is a short-wave, hand-held radio transceiver. The use of two way radios in schools can be a vital tool in ensuring the safety of school staff and pupils.

Two way radios are not subject to delay or connection problems that can affect mobile phones and other forms of communication devices. Using two way radios means that there is no loss of time and the work or the problem is immediately resolved without delay.

Two way radios can also be cost effective – as a one-time purchase can be used for several years with no additional connection fees or call charges. This policy is intended to ensure the correct storage, maintenance and use of two way radios owned by the school.

1. Key roles and responsibilities

The Headteacher & Designated Linden Staff has overall responsibility for the implementation of the Two Way Radio Policy and procedures of **The Linden Centre**.

The Headteacher or | Designated Linden Staff has overall responsibility for ensuring that the Two Way Radio Policy, as written, does not discriminate on any grounds, including but not limited to ethnicity/national origin, culture, religion, gender, disability or sexual orientation.

The Headteacher has overall responsibility for reviewing the Two Way Radio Policy Annually.

The Headteacher has responsibility for handling complaints regarding this policy as outlined in the school's Complaints Policy.

The Headteacher will be responsible for the day-to-day implementation and management of the Two Way Radio Policy and procedures of **The Linden Centre**.

2. Licencing

The UK government allows small, low-powered two way radios that use a set of eight frequencies in the UHF band (around 446Mhz) to be sold and used without the need for any licencing. Radios that meet this standard (usually called "PMR446" radios) can only have a power output of 0.5 watts, which means that their range is less than the more powerful licensable business walkie-talkies that have power outputs of 4 to 5 watts. The school only purchases and utilises this type of radio and, therefore, does not require a licence.

3. Maintenance and storage

The school owns 35 handheld two way radios.

They are stored:

- Primary Specialist – Staff Room (Fob Locked) (Radios 01 – 07)
- Primary Short Stay – Kitchen (Fob Locked) (Radios 08 – 17)
- Secondary – Stationary Office (Key Locked) (Radios 18 – 34)

Each staff member is responsible for ensuring their radios are fully charged and ready to use each morning.

Radios are designated to each member of staff along with an ear piece.

All radios must be returned to the charging stations and not taken off site for reasons other than school trips/event, to visit other school sites.

4. Acceptable use

The school utilises two-way radios for the following purposes:

- To contact staff generally when they frequently move from room to room during the day.
- To contact support staff who are rarely to be found at their desks such as SLT, Headteacher, Business Manager or Admin.
- To allow all staff to be in contact whilst on the school site.
- To summon first-aid qualified staff in the event of an accident or emergency, and to allow staff on duty outside to summon help whenever needed.
- For special events such as Sports Days, school fetes, open days, concerts etc.
- To take on school trips, visits and activity holidays for safety purposes.
- For staff to call for assistance when needed or to summon help in an emergency.

5. Unacceptable use

Staff will not:

- Use profanity when communicating through a two way radio.
- Misuse a two way radio for non-business related or 'pranking' purposes.
- Allow pupils to use the radios.
- Use the radios for personal conversations.
- Take the radios home.

Any staff member found to be in contravention of the above rules may be subject to disciplinary action.

6. Emergency Use & Code Words

Emergency Use:

Radios may be used in an emergency or to summon help if needed. Staff will be correctly shown how to use radios, so they are aware of what to do in an emergency.

Code Words:

Code Colour	
Code Red	Urgent Assistance
Code Green	First Aid
Code Blue	Missing / Absconded Student
Code Yellow	Major Incident
Code Pink	Bomb Threat