



# Ancaster

*Church of England Primary School*

## *Two-way Radio Policy*

*Wisdom Courage Respect*

Signed by Chair of Governors:	Approved by the Governing Body and Headteacher at a meeting held on:
Signed by Headteacher:	6 <sup>th</sup> May 2025
Next Date of Review: May 2026	Associated policies: Data Protection Policy, Complaints Policy, Disciplinary Policy

# Contents:

## Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Maintenance and storage
4. Acceptable use
5. Monitoring and review

## **Statement of intent**

Our school uses two-way radios as a means of instant communication between staff members. Two-way radios are not subject to delay or connection problems, making them a time-saving device in situations that require a rapid response. We recognise that the use of two-way radios is not without risk of interference from external sources. Other radio users from outside the school can tune in to communications and all staff are aware that no conversation is completely private.

This policy outlines the acceptable use of two-way radios to ensure that communication is as safe as possible and compliant with data protection legislation.

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Ofcom (2016) 'Radiocommunications licences'

## 2. Roles and responsibilities

The governing board has overall responsibility for the implementation of this policy.

The headteacher is responsible for the day-to-day implementation and management of this policy, as well as for handling complaints regarding this policy in line with the school's Complaints Procedures Policy.

The site manager is responsible for the general upkeep and security of the two-way radios, and for training and demonstrating correct use of the two-way radios to staff members.

All staff are responsible for using two-way radios appropriately and in accordance with this policy.

## 3. Maintenance and storage

The school owns eight two-way radios which are kept in each classroom and the school office.

Each radio is assigned its own unique identification code which is used to keep track of them.

The School Business Leader has the overall responsibility for the two-way radios, and Class Teachers are responsible for keeping them charged.

There is a risk of radio users, both external users and non-authorized internal users, who use the same frequency being able to tune in to staff radio conversations. The radio frequency will not be shared publicly and will only be shared with staff members permitted to use two-way radios. To prevent interference from external radio users, radios will be switched off when not in use or being charged.

School radios will be returned to their bases after use and kept on the school premises at all times with no exception

## 4. Acceptable use

School radios are license free, low frequency radios that comply with the PMR446 standard.

The School Business Leader is responsible for keeping up-to-date with relevant licensing laws and ensuring the school radios remain compliant. Staff will be trained in the correct use of two-way radios and the site manager will demonstrate how to use them appropriately, in line with the manufacturer's instructions.

The school acknowledges that there is a certain level of risk that comes with using a two-way radio. To mitigate potential risks to safeguarding and data protection, two-way radios are only used for the following reasons:

- To contact staff for support or assistance in an emergency or security incident.
- To contact support staff, such as technicians and the site manager, for assistance or technical support.
- For organisational purposes, e.g. on sports day, open days or school fairs.
- For grounds staff to keep in contact easily throughout the day.

Radio users **will not** reveal sensitive, confidential or identifiable information over radio communication, including people's full names, addresses, or personal details.

Radio users will have due regard for the school's Data Protection Policy whilst using the two-way radios.

Radio users will only use peoples' first names over radio and will use the following code words when contacting other staff:

Radio code words	
Situation	Code
Emergency evacuation/invacuation	Code red
Medical emergency	Code green
Behaviour support	Code black

Under no circumstance will staff:

- Use profanity or crude language when using a two-way radio.
- Use two-way radios for any other purpose not outlined in this policy.
- Allow pupils to use the two-way radios.
- Use the two-way radios for personal reasons.
- Interfere with other local radios on the same frequency.
- Take radios home or outside of the school premises.

The following communication guidelines will be followed when using two-way radios:

- Messages are kept concise, simple and to the point.
- Staff speak clearly, slowly and in a normal tone.
- There is no casual conversation on two-way radios.
- Interruptions are avoided unless absolutely necessary.

Two-way radios will be checked at the beginning of every school day by Class Teachers to ensure they are in good working condition. Two-way radios will be maintained and repaired in line with the manufacturer's instructions.

Any breaches of this policy on the acceptable use of two-way radios will be managed in line with the school's Disciplinary Policy and Procedure, where necessary.

## **5. Monitoring and review**

This policy will be reviewed on an annual basis by the governing board.

Any changes to this policy will be communicated to all staff by the headteacher.

The next scheduled review date for this policy is May 2026.