



Version	Date	Updated by
1.0	Aug 2022	Charlotte Hardy

Use of radios is essential for effective and safe communication across all sites.

Aims:

- Ensure consistency in the approach to use of radios in school
- Set out expectations for all members of the school community with regards to communication over the radio
- Provide appropriate guidelines for data protection

Roles and Responsibilities:

Ultimate responsibility for the school's communication sits with the Headteacher and will be supported in this by the management team who will support the delivery but also monitor the effectiveness and impact of this policy.

All staff will be responsible for the following:

- Ensuring their radio is on charge after school.
- Picks up their radio in the morning.
- All members of staff begin on channel 2.
- Communication happens on channel 3 unless calling for support.
- The radio is kept on their person at all times.
- Informing the management team if their radio is broken or lost.

Implementation:

Staff will radio using the following script if needing a specific member of staff:

Staff 1: (Staff name) are you on your radio?

Staff 2: Yes, change to channel 3.

Staff 1: Changing

Staff 1: (the message)

This could be for a number of reasons such as a child is asking for a specific member of staff, you know a child would respond well to a specific member of staff, or you have a message for someone.

If it is something that other children cannot hear, please ensure when you are on channel 3 that you state for someone to not being around young people before carrying on.

If it is safeguarding, please ask for a DSL, e.g.

Staff 1: Please can a DSL come to Pod 2.

Staff 2 (DSL): Charlotte on way

Or

If needing any member of staff for support the following words will be used in a sentence:

Pop- This is the lowest need and could be for a change of face, a toilet break or needing something. This is for a staff member to finish what they are doing and then head to you if they are free. 'Can someone pop to the hall?' This will only need one member of staff to reply and attend.

Assistance- This is the middle level if you need members of staff to come to where you are to assist you in a situation. This is for members of staff to immediately leave what they are doing and head to you if they are free. 'Can I have some assistance in Pod 2?'

Immediate Support- This is the highest level. This means staff nearby will drop what they are doing and get to your location very quickly if they can be free. This is for when a serious situation is occurring. Anyone who is near and free to reply and attend. 'I need immediate support in the playground.'

If you hear one of these radio calls and you can attend, please say the following:
'*your name* is on their way'. E.g. 'Charlotte is on her way'

This means we know how many staff are on their way or if there has not been a reply.

Radios will work on both sites (TPIS/BUS) but not between. Lizzi Hudson (Site lead for BUS) will ring TPIS if needing additional staff support on site.

Radios will work when off site between other radios if within a distance of 1 mile. Therefore if 2 or more members of staff are going to the park or if on a school trip with multiple young people, staff radios will work between them.

Absconding

If a child absconds from site, all staff involved will communicate to change to channel 4. This may include the office and management team.

GDPR/ Safeguarding:

In order to protect against any member of the public being able to access young people's details over the radio frequency:

- Use of only first names or initials of young people will be used.
- No full names will be used.
- No confidential information regarding a child will be passed over the radio channel.