



## **Walkie Talkie Policy**

### **Walkie talkie units**

AGOSC will primarily use walkie talkies to enable communication between Old Chapel Park and the Caretakers House. They are also used to enable swift collection and/or location of children, and in the event of emergencies such as fire, serious incidents and urgent medical care etc.

### **Using the units**

All staff are reminded that:

- The units are only to be used for professional use within the club under no circumstances are they used for personal conversations.
- Where possible only senior staff members will be in charge of a walkie talkie.
- Conversations can be overheard by anyone in the vicinity.
- They must respect the need for data protection, safeguarding and protect the confidentiality and privacy of the content of their communications.
- Full names of children or staff are never to be used or any other 'personally identifiable information' such as addresses and phone numbers etc.
- The units are for brief communication which may be backed up by face to face communication.
- Staff using this equipment should speak professionally and respect confidentiality. Be aware that the message could be overheard at either end.

### **Locations and maintenance of the units**

We have 4 walkie talkies, 3 based in the House and 1 at OCP. We will review each term whether more walkie talkies are needed. The charging units are located in the computer room of the house and on the shelf in the small classroom in OCP. The units will be charged as and when needed and should not be taken off the site. The units will be switched on and tested at the start of each session.