



# QUANTOCK

## EDUCATION TRUST

### **Walkie Talkie Policy For Two-Way Radios**

LINKS: Data Protection and FOI Policy

DATE: 13<sup>th</sup> October 2025

POSTHOLDER RESPONSIBLE: COO

TRUSTEES/GOVERNORS COMMITTEE: FO&A

AUDIENCE: All Trust Staff

STATUS: Ratified

DATE RATIFIED: 16<sup>th</sup> October 2025

DATE OF NEXT REVIEW: This Policy will be reviewed annually

STATUTORY/NON-STATUTORY: Non Statutory

### Summary of Changes

| Date    | Para | Revision   |
|---------|------|------------|
| Sept 25 | All  | New Policy |
|         |      |            |
|         |      |            |
|         |      |            |
|         |      |            |

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## **1 Introduction**

- 1.1 Walkie Talkie units are used routinely throughout the school day as part of our safeguarding procedures.
- 1.2 How Walkie Talkies are used to communicate, and the nature of the information being communicated, may lead to safeguarding risks and possible breaches of personal data.
- 1.3 This guidance sets out what is expected regarding the use of Walkie Talkies supplied by the school.

## **2 Use of the Walkie Talkies**

- 2.1 Walkie Talkies are primarily used by staff within school to:
  - Support individual children who may be at risk on the school site
  - Request assistance and support
  - Respond to accident or medical issues
  - Facilitate lunchtime supervision
  - Communicate with the Site Manager for maintenance work
- 2.2 The Walkie Talkies enable staff to respond quickly to urgent issues and reduce the risk of harm to children and the school community.

## **3 Protecting personal data**

- 3.1 When communicating information via a Walkie Talkie, we are communicating over a radio network. Others in the vicinity using the same network, e.g. taxi drivers and members of the public, may also be able to hear conversations.
- 3.2 Appropriate controls must be in place to ensure that no personal data is shared over the radio network in a way that may lead to harm for a child or staff member.
- 3.3 Verbal sharing of personal data may be a security data breach (a breach of Principle 5(1)(f) of the UK General Data Protection Regulation) if the staff member is verbally sharing information within the school's records e.g. names, phone numbers, medical information, safeguarding data.
- 3.4 The schools do not record conversations on the Walkie Talkie, so information is not 'held' for the purposes of Freedom of Information legislation or subject to disclosure under the UK GDPR's 'right of access'.

## **4 Management of the Walkie Talkies**

- 4.1 Walkie Talkies are assigned to specific named staff who need to use them for the purposes of their job role.
- 4.2 The Walkie Talkies are kept in the school office for charging and collected by staff at the beginning of the school day.

## **5 Responsibilities of staff when using the Walkie Talkie**

5.1 Staff are reminded that no conversation is private when using the Walkie Talkie.

5.2 Staff will:

- Ensure that the Walkie Talkie is within their control at all times e.g. worn around the neck or fastened to clothing
- Keep the Walkie Talkie secure from children
- Only use the walkie talkie for urgent or emergency communication (e.g. to request for extra support in class to deal with a situation)
- Never disclose personal information about staff or children (e.g. full names, DOBs or addresses)
- Use designated school codes/scripts for communicating for alerting other staff to issues on site e.g. Code Alpha for a child attempting to abscond
- Not use abusive or inappropriate language
- Not take the Walkie Talkie home, share with others or use the devices for non-work-related purposes
- Return the Walkie Talkie to the school office for charging at the end of use
- In the event of loss or theft the member of staff must inform the schools lead Data Protection Officer as soon as possible

5.3 In conjunction with this policy, the school's Data Protection Policy should be read and understood by all staff. This is available on the school website, or a copy is available from the school office

## **6 Review**

6.1 This policy is reviewed and amended annually by the Trust. We will monitor the application and outcomes of this code of conduct to ensure it is working effectively.