



Policy for: Hand-Held Radio Acceptable Use Policy		 
Date of policy:	December 2022	Committee: Health and Safety Committee
Next review:	December 2023 Review Period: 1 Year	

1. Introduction

This policy document was introduced 24th June 2019; and is viewed in conjunction with the Safeguarding of children and young people at St Modwen's.

Employees are responsible for following the standards of conduct laid down in this policy and should understand how this policy relates to the school ethos, health and safety, safeguarding, and e-safety.

2. Fundamental principles

Hand-held radios are in place, in the first instance, to facilitate the lunchtime supervision and direction of children to the Hall. Not all staff are required to carry a radio at all times.

All staff are required to comply with the principles of the hand-held radio acceptable use policy.

- Inventory – All hand-held radios are listed on the school and residence inventory.
- Storage – When not in use, hand-held radios should be returned to their allocated charging device.
- Charging – All staff are responsible for making sure that hand-held radios are fully charged before use and that, after use, they are placed on charge as necessary.
- Staff use – Radios should be fastened onto staff clothing and not left in reach of pupils.
- Language – Messages should be kept to a minimum and discreet – no personal information should be relayed.
- Channel Frequency – While radio use is new and we are in a 'test' period, Channel '1' will be the school frequency.
- Taking off Site – Consideration must be made when using hand-held radios out in the community, i.e. interference with other hand-held radios/taxi radios.
- Radio Etiquette – Follow the Hand-held Radio Etiquette Rules (copy attached).

3. Roles and responsibilities

Employees are responsible for ensuring the acceptable use policy is adhered to at all times and that any damaged/non-working radios are reported to the School Office as soon as possible. Employees are responsible for taking reasonable care of their assigned radio to ensure they are not damaged, lost or stolen.



St Modwen's Catholic Primary School Hand-held Radios – Basic Etiquette Rules

BASIC RADIO ETIQUETTE RULES

- When using a two-way radio, **you cannot speak and listen at the same time**, as you can with a telephone.
- **Don't interrupt** if you hear other people talking. Wait until their conversation is finished unless it is an emergency. If it is an emergency, inform the other parties that you have an urgent emergency message.
- **Do not respond if you aren't sure the call is for you.** Wait until you hear your call sign to respond.
- Never transmit sensitive, personal, confidential or financial information. Always assume that your conversations can be heard by others. Remember, frequencies are shared; we do not have exclusive use of the frequency.
- **Perform radio checks to ensure your radio is in good working condition;** ensure the battery is charged and the power is on. Keep the volume high enough to be able to hear calls.
- **Memorize call signs and locations of persons and radio stations you communicate with regularly.** A list of call signs is attached to this policy.
- **Think before you speak.**
 - Decide what you are going to say and who to.
 - Make your conversation as concise, precise and clear as possible.
 - Avoid long and complicated sentences.
 - Do not use abbreviations unless they are well understood by your group.
 - Your voice should be clear. Speak a little slower than normal. Speak in a normal tone, do not shout.
 - Keep your message simple enough for intended listeners to understand.
 - Be precise and to the point

MAKING A CALL

Follow these easy steps to make a call:

1. First, ensure that the radio is tuned in to the correct channel and listen to ensure the channel is clear for you.
2. Press and hold the orange PTT (Push-To-Talk) button.
3. After 2 seconds say, "This is '*your call sign*' to '*recipient's call sign*' – are you receiving? *OVER*".
e.g. "This is '*Kitchen 1*' to '*Supervisor 8*' – are you receiving? *OVER*".
4. The recipient should say, "'*recipient's call sign*' receiving. *OVER*".
5. The person making the initial call can then relay their message, followed by "OVER".

Pronouncing your call sign, and the call sign of the party you are calling, lets everyone know who the transmission is for. Communicating this way might feel a little odd at first, but you'll soon get used to it. With practice, it will start to feel natural.

Each year group has its own channel number. Keep your radio switched on, tuned to your own channel number when not making a call so that anyone can contact you. When making a call, tune to the correct channel number before calling. (The Catering team, lunchtime supervisors and school office will remain on channel 1.) When you have finished your call, tune to your correctly allocated channel.

EMERGENCY CALLS

If you have an emergency message and need to interrupt others' conversations:

- Wait and listen until you hear, "OVER".
- Press PTT and say, "BREAK, BREAK, BREAK, 'your call sign', I have an emergency message for 'recipient's call sign', do you copy? OVER".

PHONETIC ALPHABET

Using the phonetic equivalents instead of letters will make sure letters such as 'F' are not misinterpreted as 'S', 'T' as 'C', or 'M' as 'N'.

A – ALPHA	H – HOTEL	O – OSCAR	V – VICTOR
B – BRAVO	I – INDIA	P – PAPA	X – X-RAY
C – CHARLIE	J – JULIET	Q – QUEBEC	W – WHISKEY
D – DELTA	K – KILO	R – ROMEO	Y – YANKEE
E – ECHO	L – LIMA	S – SIERRA	Z – ZULU
F – FOXTROT	M – MIKE	T – TANGO	
G – GOLF	N – NOVEMBER	U – UNIFORM	

THIS PORTION IS TO BE COMPLETED BY EMPLOYEE RECEIVING PORTABLE RADIO ASSIGNMENT

Date: _____

Radio Model: Retevis RT24

Serial Number: _____

Radio ID: _____

Employee Name: _____

Employee Signature: _____

Administrator assigning Hand-held Radio and verifying above information:

Name: _____

Administrator Signature: _____