



# Walkie Talkie Policy



<b>Written By</b>	R. Eldred	<b>Approved By</b>	Governors
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Support  
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Data Protection Officer  
School Data Protection Lead

[dposchools@somerset.gov.uk](mailto:dposchools@somerset.gov.uk)

Rebecca Eldred

### Version Control

Version	Author(s)	Date Produced	Amendments
1.0	Amy Brittan	17/01/25	Document created

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## Introduction

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Walkie Talkie units are used routinely throughout the school day as part of our safeguarding procedures.

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.

This guidance sets out what is expected regarding the use of Walkie Talkies supplied by the school.

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## Use of the Walkie Talkies

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Walkie Talkies are only 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 supervision
- Communication between staff who are separated by location

The Walkie Talkies enable staff to respond quickly to urgent issues and reduce the risk of harm to children and the school community.

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## Protecting Personal Data

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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.

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.

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.

The school 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'.

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

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Walkie Talkies are assigned to **staff** who need to use them for the purposes of their job role.

The Walkie Talkies are kept in the staff room for charging and collected by staff at the beginning of the school day.

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### **Responsibilities of Staff when using the Walkie Talkie**

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

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

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.