



Killermont Early Years Centre



Walkie Talkie – Policy

Walkie talkies are an important communication tool to support safety, teamwork, and the smooth running of the setting. All staff must use them responsibly and professionally.

Communication Protocol

- **Channel:** All staff must remain on **Channel 10** at all times.
- **Clarity:** Keep messages clear, brief, and to the point.
- **Message Length:** Avoid long messages, these can be missed or lost in transmission.
- **Professionalism:** Use a calm, respectful tone when communicating.
- **No Full Names:** Do not use children's or staff full names over the system.
- **Confidentiality:** Do not share confidential or sensitive information via walkie talkies.

Care & Charging Responsibilities

- Use only your allocated walkie talkie, do not swap devices.
- At the end of use, return your walkie talkie to the docking station.
- Turn the device off before docking to support effective charging.
- Ensure the device is placed securely and correctly in the dock.

Monitoring & Accountability

- Allocated devices support monitoring, maintenance, and safety checks.
- Staff are responsible for ensuring their device is working and fit for purpose throughout the day.

Reporting Issues

- Report any faults, charging issues, or damage immediately.

Effective walkie talkie use supports:

- Children's safety and supervision
- Efficient staff communication
- Smooth daily routines

Policy Updated	July 26
Review Date	July 27
Reviewed By:	Patricia Ross Depute Head of Centre
Document	Document Links
Quality Improvement Framework	Nurture, Care and Support Wellbeing, Inclusion and Equity Children are Supported to Achieve
Health and Social Care Standards	1.1, 3.25.4.14
UNCRC	Article 3, Article 19