

## Auchinairn Early Years Centre



## Radio/Walkie Talkie Guidance

The Radio system used at Auchinairn Early Years Centre are Retevis. All radio traffic is assessable and non-secure. When using the radio, you must therefore follow the directions stated below:

### Charging the Battery

A charge unit is supplied. All radios should be returned to the charging station by the end of working day. Placing the radio in the charger will give an indication of the battery charge level. If the charger light is green, the battery is fully charged.

Once Radio is turned on you will be able to receive and adjust the volume to suit. Ensure you are on Channel 5, unless you've been instructed otherwise. On turning the radio on, the unit will confirm which channel you are on. Turn the left button to adjust the channel.

### Transmit Mode

1. Push and hold the transmit button located on the side of the unit.
2. To ensure best signal quality, pause briefly between pressing the transmit button and starting to speak.
3. Whilst holding down the button, speak clearly into the microphone in a normal tone.
4. Once you have finished talking release the button.

### Trips/Outings

Radio's should be taken on a nursery outing and changed to frequency 4. Staff will then be able to communicate with one another if it happens the group is split up.

When transmitting over the radio the content of all transmissions have to be acceptable. As the radios are all on the same frequency, it will be possible for all radios that are switched on to receive what is being said.

At no time can a transmission contain unprofessional content.

DO NOT interrupt transmissions unless it's an Emergency situation.

Radio transmissions should be kept to a minimal.

Children's full names should NOT be said over the radio.

Signed: .....  
May 24