



## Walkie Talkie Guidance

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 15** 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.

### Docking Station Use (Important):

- Please use available docking points across the full station, including those at the back, not just the front. This ensures all devices can charge effectively.
- Overusing front docks with early shifts finishing can lead to devices being knocked over or not seated properly near the end of night, meaning they may not charge as expected.
- A quick check before leaving ensures your device is charging correctly.

## **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.
- Speak to Michelle or Lauren so the issue can be resolved promptly.

## **Best Practice Reminder**

Effective walkie talkie use supports:

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