



Little Forest Folk

Walkie Talkie Policy

Date Created: March 2020.

Reviewed by: Xiao Flynn

Reviewed date: 21st July 2026

Why we use Walkie Talkies

The use of Walkie Talkies/Two Way Radios within our nurseries is an essential part of our daily nursery life. We recognise the importance of using Walkie Talkies as a method of communication within our sites to effectively communicate between the team. This important form of communication ensures that children and staff are kept safe at all times while outdoors.

How our Walkie Talkies are used to communicate, and the nature of the information being communicated, is an important element of keeping children safe. This policy sets out what is expected regarding the use of Walkie Talkies supplied by Little Forest Folk.

The Walkie Talkies are used by our nursery staff to communicate between themselves across their nursery site/outdoor space. This could include communicating about where they are, how many children they have under supervision, their logistics or activity plans and they are also used to ask for assistance, when needed.

Children are not permitted to use/ play with the Walkie Talkies and they are to be used for no other reason than communicating with team members. Inappropriate use of a Walkie Talkie could block the line and prevent someone else being able to transmit an important message in the case of an emergency.

GDPR

We are aware and understand that when our teams are communicating information via a Walkie Talkie, we are communicating over a radio network. Therefore, others in the vicinity using the same network may also be able to hear what is being said. This must be considered when using the Walkie Talkies and the following points must be adhered to:

- Staff will not share any personal information which could enable an individual (child or adult) to be identified. For example, we will not use full names of children or any other specific information that could lead to the child being identified.
- Each member of staff is responsible for their own Walkie Talkie. In the event of loss due to a theft or the item being lost, the member of staff must inform the Nursery Manager who will in turn inform the operations manager.

