

Radio Usage Policy/Guidance Nov 2015

The radio system at Chad Vale requires a licence from Ofcom and all radio traffic is accessible and non-secure. When using the radios, you must therefore follow the directions and procedures below.

Charging the Battery

A charge unit is supplied. Do not leave it permanently on charge as this will destroy the battery. 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.

Receive Mode (RX)

Once Radio is turned on (right hand button) you will be able to receive and adjust the volume to suit. Ensure you are on Channel 16, 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 (TX)

1. Push and hold the transmit (PTT) 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.

LED Indicator and Audio Alerts

Each radio has a LED Indicator that will assist you in the following ways:-

Continuous Red Light – You are in Transmit Mode

Continuous Green Light- You are receiving a message/someone else is transmitting

Battery Low- as the battery begins to lose charge, it will tell you. Charge it as soon as possible, or swap with a colleague if you need it urgently (e.g. on a trip).

Blinking Red– Low Battery (You must charge radio)

When transmitting over the radio we are monitored by outside authorities so the context and 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. This could prove an issue if children are stood nearby and a radio transmission is overheard.

At no time can a transmission contain unprofessional content:-

“Hello Siobhan, are you going to the pub tonight?” is one such unacceptable transmission.

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

Radio transmissions should be kept as minimal as possible.

Specific Chad Vale Protocols

1. Keep radio off but charged unless required. If you need to summon assistance, use the following format:

“Hello” – Allows the other stations chance to pay attention

“Call Sign” – The person you wish to pass a message to

“This is” – Self explanatory

“Call Sign” – Your call sign

“Over” – States you have finished this part of the transmission
but you are awaiting a reply

Part Two (Person receiving)

“Call Sign” – Your call sign

“Send, Over” - Informing the calling call sign you are ready to receive the message

Part Three (Person making the call)

“Call sign” – Your call sign

“Message” – The context of the message

“Over” – You are waiting a reply

Part Four (Person receiving)

“Call Sign” – Your call sign

“Roger” – You understood and will comply with the message

“Out” – You have finished the transmission completely

Completing a Radio Check

Whenever a radio is switched on it may be necessary to do a radio check. For example:

“Hello any Call Sign this is Romeo One Radio Check over”

“Golf Zero Ok Over”

“Romeo One Ok Out”

Other Useful words

“Wait” – The call is still transmitting but their response will be delayed.

“Wrong” – What has been said is incorrect and the following is correct.

“Code 99” – missing child alert

