

Radio Acceptable Usage Policy



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Approved by	LGB
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The Mirfield Free Grammar & Mirfield College

Acceptable Use Policy – Radios

Introduction

This Policy is intended to define the conditions under which the Academy's radios can be used.

Purpose

The MFG Academies Trust provides radios for the exclusive use its employees to assist them in the performance of their duties and improve communications. The purpose of this policy is to effectively manage and administer the radio resource of the Academy, and encourage standards for acceptable use of this resource to safeguard employees, students and stakeholders, protect the MFG Academies Trust's assets and ensure compliance with appropriate legislation.

- 1** All users are required to sign the radio policy acceptance form and return to Emma Fenton; it will be placed on the personnel file.
- 2** Staff are required to take good care of the radios and take all reasonable precautions to ensure that the device is not damaged, lost or stolen. (This includes Faculty Radios)
- 3** Staff are required to keep the radio clean and in serviceable condition. (This includes Faculty Radios)
- 4** In the event that the radio is lost or stolen, staff must report the theft/loss to TC Team and Emma Fenton immediately. (This includes Faculty Radios)
- 5** When a member of staff leaves the employment of the Academy, the radio must be returned to the Academy in working condition during the exit meeting. (This is not applicable to Faculty Radios)

Radio Policy – Agreement

I have read and understood The MFG Academies Trust radio policy. I agree to use The MFG radio provided for my use in accordance with this policy. I have kept a copy of the policy for reference purposes. I understand that this policy may be updated from time to time and that I will be informed of updates to the policy. If you have a radio assigned to you (Not Faculty Radios) Please note the number below.

Radio Number: _____

Signed: _____

Name: _____

Date: _____