

This Good Practice Guide is offered as informal material. It comprises well-intentioned advice but does not obviate the need to pay particular attention to your safety procedures or advanced planning.

Policy Statement 3.3.5 on Page 10 of Part One (POLICY) is very clear – **“Carry cards must always be carried by group members during visits away from Orkney and are recommended for Orkney visits or activity.”**

The card itself is of little value if group members are not briefed as to what action to take if separated from the Excursion Leader. It is therefore imperative that the **Missing Person Procedure**, as required to be established by the Excursion Leader (forms EX A1 & EX B1), involves group members being briefed about what to do if separated from the group or the Leader. Remember that someone may go missing during a country walk or in sand dunes or close to obvious danger or during a travel stop, not just during a shopping trip.

The main points for such a briefing **might** be –

- A careful warning to everyone, that being parted from the group or leader during activity or travel is very disruptive and potentially dangerous.
- Stay where you are unless in obvious danger, say from vehicles, crowds or weather
- Put on some additional clothing and move to an obvious nearby position
- Wait for a short time for your Leader to come looking for you
- Ask a PAIR OF ADULTS to assist and give them your Carry Card
- Tell them your name and School Name but NOT where you live
- Ask them to read the instructions on the card
- Never get into a vehicle other than a police car

Other things you can do –

- Fix strict rules about meeting times and places
- Give general advice about staying with the group or keeping the group in sight at all times
- Allocate partners, buddies or team-mates and instruct members to stay together, whatever happens
- Tell the small groups what to do if separated from the Leaders or the main group
- Task a leader to head-count very frequently
- Collect party members' mobile numbers
- Regroup at every opportunity
- Tell them to be courteous but not get involved in long conversations with strangers
- Ask them to look towards the Leader often
- Explain how to make a 999 or 211 telephone call

Overleaf are examples of how your Carry Card **might** look. Whatever design you use, make it small and brightly coloured, make the text large enough to read easily and do not put too much information on it.

**Further advice can be found in the support material for Form EX D6 Missing Person.**

## **Burnside Primary School Orkney**

### **DURING HOURS CONTACT**

#### **TELEPHONE NUMBERS**

Group Mobile  
07870 981 254

School  
01856 287 333

### **OUT OF HOURS CONTACT**

#### **TELEPHONE NUMBERS**

01856 287 321

07769 615 988

01856 811 353

**COUNCIL OFFICE 01856 873 535**

### **IF YOU ARE HANDED THIS CARD BY A CHILD**

1. Speak slowly and calmly ask what has happened
2. Try to involve a second person - as a witness
3. Try to find out what the group/party was doing
4. Consider waiting with the child at an obvious spot
5. Telephone the during-hours contact number
6. If this fails then use any other number
7. In any doubt dial 999 and ask for POLICE
8. Give your reason for contacting them, your NAME, LOCATION and the Establishment Name
9. Do NOT take the child into a vehicle
10. Do NOT wander, looking for the group
11. Please stay with the child

## **Downs Secondary School Orkney**

### **DURING HOURS CONTACT**

#### **TELEPHONE NUMBERS**

Group Mobile  
07870 981 254

School  
01856 287 333

### **OUT OF HOURS CONTACT**

#### **TELEPHONE NUMBERS**

01856 287 321

07769 615 988

01856 811 353

**COUNCIL OFFICE 01856 873535**

### **IF YOU HAVE LOST THE GROUP OR LEADER**

1. STAY NEARBY
  2. STAY VISIBLE
  3. THEN PHONE GROUP MOBILE
  4. STAY THERE AND WAIT
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5. ENTER A SHOP OR GO TO A HOUSE
  6. PHONE YOUR SCHOOL
  7. GIVE YOUR NAME AND LOCATION
  8. DO NOT ENTER A VEHICLE (EXCEPT POLICE)
  9. DO NOT WANDER LOOKING FOR HELP
  10. PHONE POLICE 999 AND EXPLAIN