

THE HERBERT PROTOCOL

Safe & Found



Vulnerable Adult Missing Persons Profile

The Herbert Protocol scheme encourages families and carers of vulnerable people to compile key information about them on a form.

This form is intended to assist the police and partner agencies if the person it refers to is reported missing.

Please fill in the sections below and keep this form in a safe place where it can be easily located. If possible, please complete the electronic version of the form which can be downloaded from www.northants.police.uk/herbertprotocol

The form contains a lot of questions – don't worry if you don't have, or can't get, all of the information it asks for – not all of it will apply to everyone. There are sections intended for professional carers. Please don't worry if you do not understand what they mean.

Once you have completed the form, it will contain personal information and must be stored appropriately to protect the privacy of the person it relates to.

You may wish to make several copies which can be kept safe by neighbours or relatives. The form should be kept up to date and be transferred with the person it refers to if they move addresses.

The police will only ever ask for the form if the person it refers to is reported missing.

If you are concerned about the whereabouts of your friend/relative, you **MUST** call the police on 999.

Thank you for taking the time to complete this form. It could help to save someone's life.

Personal Details

Photograph

Full name of vulnerable person:

Preferred name/nickname:

Date of birth and age:

Ethnicity:

Current address including postcode:

Mobile phone number:

Do they have a GPS tracker? If yes give details:

General description (include hair colour, height, build, etc):

Distinguishing features (marks, scars, tattoos, etc)

Please attach a recent photo here.
Please find one that is a good likeness of the person.

It is also helpful if you have an electronic photo so it can be emailed to the police in the event of the person going missing.

Medical information

(Please include where Deprivation of Liberty, guardianship or Section 117 of the Mental Health Act, discharge are applicable)

Current diagnosis:

Medical conditions:

Is their condition mild/severe?

Current medication taken:

What are the short-term risks if medication is not taken?

What are the consequences of not taking their prescribed medication over time?

How easily can the person walk?

Can they move between furniture without help?

If walking, how far can they get before becoming tired?

Do they use a stick or other walking aid?

What might frighten/upset them?

How might they react to being upset or scared?

What calms them if distressed?

What is the best way to approach them?

Any particular phobias, such as fear of water/heights, etc?

Are there any behaviours that may result in conflict or challenges placing the missing person/others at risk?

Doctor's details

Doctor's name:

Surgery address:

Phone number: _____

Mobile number: _____

Out of hours number: _____

Email: _____

Places or addresses of note/where may they go to

Previous home address:

Date range:

Childhood address:

Family address/es:

Places of interest or significance: (for example; old school, a favourite walk or place to visit, a cemetery, former place of work or childhood home)

If they have gone missing before, where were they found? When was this?

Jobs, interests or hobbies

Where did/do they work?

What did they do? (Please state most recent AND historic jobs)

Favourite pub/club/sports ground/allotment etc.

Favourite outdoor activities: e.g. bowling, cricket, fishing, library, cinema, etc.

Regular holiday destinations?

Any particular or special interests?

Weekly habits

Which shops do they use?

Favourite café/restaurant?

Do they go to a GP/Nurse/clinic/group?

Do they attend church/mosque/synagogue/temple?

Houses/friends who they visit, both now and in the past?

Which chemists do they use? Please include location

Which hospital do they attend?

Travel and useful information

Do they have a bus pass?

What access to money do they have? E.g. bank card, cheque book, cash?

Local transport – nearest bus stop?

Where does the bus go to?

Nearest train station?

Are they able to drive?

Do they have a car? If so, please give registration details, and make/model

Have they previously driven?

Does anyone else provide transport for them such as friends, neighbours? If so, what is their name? If possible, please also give their registration details, and make/model of car.

Are they able to find their way home unaided?

Routine

Please detail the person's routine in this section, including things like regular visitors, when they do their weekly shop, walk to the post office, take part in hobbies, attend clubs etc. Please include the location and address where possible. This information could be vital in the search for the person.

Day	Morning	Afternoon	Evening
Example: Monday	Example: Goes to day centre at East Oxdown Community Centre, Gas Street.	Example: Afternoon walk in the local park	Example: Spending the evening at home watching television
Monday			
Tuesday			
Wednesday			

Thursday			
Friday			
Saturday			
Sunday			

Care home details

Care home address:

Does this care home specialise in resident care? (E.g. brain injury, learning difficulty or dementia?)

Contact telephone number:

Email:

Contact name: (if applicable)

Key contacts: (for example; Community Mental Health Team, Community Psychiatric Nurse, care home service team/voluntary sector support.)

If there is any other information you would like to include, please record it here

Person completing the form

Name:

Position (relative, carer, etc):

Landline number:

Mobile number:

Email:

Address (including postcode):

Date:

Signature:

Next of kin

Name:

Relationship to the named person (e.g. spouse/partner, daughter, son):

Landline number:

Mobile number:

Email:

Address (including postcode):

Police primary contacts

Emergency 999	When a vulnerable person is missing, always call 999
Non-emergency 101	The non-emergency number for all police forces is 101 . When you call 101, you will reach an automated switchboard. Once you have reached Northamptonshire Police, please select option 1 to speak to the Force Control Room

Thank you for filling in this form.

Please keep it somewhere safe where it can be found quickly if the person concerned goes missing.

This could be a printed version or an electronic version held on a computer. Please keep a recent photograph of the person with the form – again this can be an electronic version or a print.

The police will only ask for the information in the unfortunate event of the person concerned being reported missing.

If the person goes missing, **immediately contact the police by ringing 999** – don't delay in reporting the incident.

Tell the call handler you have a completed Herbert Protocol form. In addition to the information you have recorded on this form, the call handler will require further information so be prepared for these questions:

- When and where were they last seen? Please give exact date and location/direction
- What were they wearing? Please describe their clothing and appearance
- What was their mood or demeanour prior to going missing?

The call handler will also advise you about getting this form to the police to help inform the search.