



**NORTHUMBRIA
POLICE**
Proud to Protect

**THE
HERBERT
PROTOCOL**
Safe & Found

The Herbert Protocol

What is the Herbert Protocol?

The Herbert Protocol is a national scheme introduced by the police in partnership with other agencies which encourages carers to record useful information which could be used in the event of a vulnerable person going missing. Care Outcomes have joined this scheme in partnership with Northumbria Police.

What is the purpose of this form?

The purpose of this form is to record important information about the person you care for.

In the event the person goes missing - the form will be used by the police, care workers and partner agencies to understand the person's routines, interests and information as fast as possible.

What should I do with the form?

The form should be kept in a safe place and it is recommended that multiple copies are made so that other care workers, neighbours or relatives have access if required.

The form must contain up to date information about the person. Please review the information **every 4 weeks** or where there has been a change in personal circumstances.

Please provide as much information as possible.

What to do should the person I care for go missing?

1. Carry out brief initial checks for missing person.
2. Inform family and friends, contact local clubs or places that the person may frequent.
3. Contact 999. Inform the call taker that you have a copy of the HERBERT PROTOCOL and complete the **red section of the form**, before giving the form to the Police.

This form is confidential when complete.

The details and link to this information can also be found on Care Outcomes Website:

www.careoutcomeshealthcare.co.uk

and Northumbria Police missing person information on the Northumbria Police Website.

	To be completed when person goes missing
	To be completed prior to possible missing episode

Personal Details	Recent Photo
Full Name of person:	
Preferred name/nickname:	
Date of birth/age:	
Ethnicity:	
Religion:	
Current Address:	
Next of Kin Details:	Missing Person Doctor Details:
Next of kin name:	Doctors Name:
Mobile Number:	Phone Number:
Landline Number:	Out of Hours number:
Contact Address:	Surgery Address:
Email address:	Surgery email:

Consent:		
I hereby consent as next of kin/legal guardian to the following:		
1. Enquiries with medical practitioners/hospitals/medical establishments of other agencies to examine, take a copy and retain any material considered relevant to any enquiries in to the disappearance of the person named in this report <input type="checkbox"/>		
2. Information being passed to the media <input type="checkbox"/>		
3. Details being passed to Missing People, who will make enquiries and offer support in relation to this missing person episode <input type="checkbox"/>		
4. Search of premises or part of premises occupied by a missing person <input type="checkbox"/>		
Name:	Signature:	Date:
Relationship with person:		

Medical Information:	
(please include where Deprivation of Liberty, guardianship or Section 117 of the Mental Health Act, discharge and other applicable)	
Current Diagnosis:	Current medication taken (dose and frequency)
Associated medical conditions:	Risks if medication not taken (short/long term):
Any phobias or fears:	Any other medical information:
Other (e.g. mental health issues such as self-harm or suicidal tendencies):	
Mobility and Presentation:	
Is the person mobile?	Will they look for help once lost?
If walking, how far before becoming tired?	Will they be hesitant/too upset to speak to strangers?
Do they require help when moving? e.g. walking aids	Will behaviour cause conflict, placing missing person and/or other risks?
Do they require a walking aid? (any other mobility aid)?	
How will the vulnerable person present if approached by police/agency? Will they be afraid and react negatively?	Does the person present with communicative difficulties and/or do they communicate in a way particular to them?

Locations Missing Person May Go or Visit:	
Previous home addresses:	Childhood address:
Family address:	Friend's addresses (include historic):
Places of importance/significance (e.g. old school, a favourite place to visit, grave/cemetery of a loved one, former place of work, childhood place of interest or home):	
Places of interest often talked/reminisced about:	
Once found, where should the vulnerable person be taken:	
If previously went missing, location person was found:	
Jobs, Interests or Hobbies:	
Do they currently work/volunteer?	Activity (bowling/cricket/football/bingo etc):
If so, what do they do occupationally?:	Favourite holiday destination?:
Any past jobs? If so, favourite past job?:	Favourite restaurant/cafe?:
Any pubs/clubs visited?:	Any other interests?
Have they or do they currently have a Firearms or Explosive License? If so, please provide details:	
Weekly Habits/Transport:	
Which shops do they use?:	What transport do they usually use?: i.e. Train/Metro etc:
Do they use a bus pass?: (transport)	Does anyone else provide transport?:
Where do they go on the bus (transport)?:	Any friends who would pick/meet missing person?:
Bus stop frequently used:	Retail premises other than shops frequented (e.g. betting shops, chemist etc)?:
Do they have access to a car?:	What money/bank cards/cheque book do they have access to?: What bank do they use and what branch?
Are there any other habits that may be of importance e.g. Train spotting?:	Are there places of cultural/religious significance to them?:

Routine

(please provide a detailed routine in this section, include: visitors, weekly shop, clubs/pubs attended. Provide as much detailed information as possible regarding each day including person details/telephone numbers:)

Day	Morning	Afternoon	Evening
e.g. Monday	e.g. 0900 - attends shop (premier Store to buy newspaper and returns home)	e.g. 14:00 walks to local park (Saltwell Park) to feed ducks	e.g. 19:00 watches Coronation Street at home
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Person Completing Form:	
Name:	Position/relationship:
Landline Number:	Mobile Number:
Address:	
Date of form completion:	
Review of form:	
Is information up to date on form, at time of missing person report? Answer YES/NO. If stated No, provide amended details below:	If YES, signature/date:

Information Help	
Emergency: 999	When a vulnerable person is missing ring 999 and tell them you have a copy of the Herbert Protocol.
Non-Emergency: 101 Or visit www.northumbria.police.uk	In a non-emergency call 101 or visit the Northumbria Police website to report an incident, talk to us on live chat and for advice and information.
Support and Advice	
Alzheimer's Society	https://www.alzheimers.org.uk/
Missing People Helpline (Public)	0500 700 470 www.missingpeople.org.uk
Dementia Care UK	https://www.dementiauk.org
At Dementia	https://www.atdementia.org.uk/

Any other Information (include social media access (type/username/password):

Thank you for completing the form; it could help save someone's life.

COMPLETE AT TIME OF GOING MISSING

Location of Disappearance (complete this section when reporting person missing):	
Time/Date last seen:	Address:
Location of disappearance:	Telephone Number:
Last person to see missing person - Name and relationship to missing person:	
Circumstances of Going Missing: (complete this section when reporting the person missing), Include risk factors - alcohol/depression/suicidal/violent/confused)	
Alcohol (dependency/recreational): (How many units approx.)	
Drugs (medicinal/recreational):	
Depression (ongoing/historic):	
Any recent suicidal thoughts voiced:	
Violent (any known violence or expressions of wanting to be violent):	
Any acquaintances/friends talked newly involved in the missing person's life:	
Any relationship problems (friends/family etc).	
Have they been talking about a certain place/period of time prior to the missing episode:	
Any other details about the general circumstances prior to going missing:	
Description at the time of Going Missing (clothing person was wearing when reported missing):	
Height:	Footwear (type and size):
Complexion:	Marks/scars:
Build:	Clothing (detailed description):
Hair Colour:	
Hair Style:	Mobile phone/tracking device with missing person?



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What is The Herbert Protocol?

The **Herbert Protocol** is named after George **Herbert**, a War veteran of the Normandy landings, who had dementia and sadly died while he was 'missing' on his way to his childhood home.

The Herbert Protocol is a national scheme that encourages carers, family and friends to provide and put together useful information, which can then be used in the event of a vulnerable person going missing.

This scheme is a national scheme introduced by Northumbria Police in partnership with other agencies which encourages carers to record useful information which could be used in the event of a vulnerable person going missing

Carers and / or relatives and friends can complete a form in advance, including important information about the missing individual such as the contact numbers, medication needed, locations the person was last seen and so forth also a photograph can be provided.

The form can be easily sent or handed to the police in the event of a loved one going missing, reducing the time to gather this information. The form should be completed as soon as possible.

The scheme is designed to help those caring for someone with dementia also to make sure in the event a person going missing the police can gain access to essential information promptly.

Remembering all sorts of information at times like this can be very distressing for those involved and when being asked by a police officer, adds to the stress and upset caused. The information contained within these forms aims to relieve some of that stress.

**Care Outcomes support the Herbert Protocol - together we
can make a difference**