

Vulnerable Adult Missing Persons Profile

This form and the information is intended to assist care workers, partner agencies and the police if the person it refers to goes missing.

Please fill in these sections and keep it in a safe place. If possible please complete the electronic version of the form which is available to download from www.cheshire.police.uk/HerbertProtocol

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

Please save the form – either in electronic format or handwritten – in a place where it can easily be found if the person it refers to goes missing.

It may need to be located quickly, at any time of the day, by the person who may need the information to begin the initial searches.

It would be helpful if you make several copies, which can be kept safe by care workers, neighbours or relatives. It should be kept up to date and be transferred with the person if they move.

When complete the form will contain personal information and must be stored appropriately to protect the person's privacy. However, if the person goes missing, sharing the information with professionals, including the police in order to protect and safeguard the person will become proportionate, necessary and justified.

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

Thank you for taking the time to complete it. 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:

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

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

Distinguishing features (marks/scars/tattoos)

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

Places of interest addresses of note/where may they go to

Previous home address:

Childhood address:

Family address/addresses:

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.

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?

CONFIDENTIAL when complete

Useful information

Mobile phone number?

Do they have any access to money (cash, debit/credit cards, cheque book)?

Do they have a bus pass?

Where is the nearest bus stop?

Where does the bus go to?

Nearest train station?

Are they able to drive?

Do they have access to a car? What's the type of car and registration number?

Does anyone else provide transport for them, such as friends, neighbours? What's their name and type of car/registration number?

If they have gone missing previously, where were they found?

Medical information

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

Current diagnosis

Medical conditions

Current medication taken

If they don't have their medicine are there any short term risks?

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

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

What will frighten/upset them?

How might they react to being scared or upset?

What calms the individual if distressed?

What is the best way to approach them?

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

How easily can they walk?

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

Do they use a stick or other walking aid?

Habits

Which shops do they use?

What is their favourite café?

Do they attend a church/mosque/synagogue/temple?

Friends they visit (both now and in the past)

Which chemists do they use?

Which hospital do they attend?

Routine

Please detail the person's routine in this section including visitors, weekly shop, walk to the post office, weekly hobby, clubs, etc. Where possible include the location and address. This information could be vital in the search for the person.

Day	Morning	Afternoon	Evening
Example: Monday	Example: Goes to Weaverham Community Centre, CW8 3HY	Example: Afternoon walk in the local park	Example: Spending the evening at home watching television
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Key contacts

i.e. Community Mental Health Team, GP, Community Psychiatric Nurse, Care Home Service team, Voluntary Sector Support

If possible, please detail the location including the address.

Next of Kin details

Name

Mobile phone number

Landline phone number

Contact address

E-mail

Person completing form

Name

Position (carer / relative, etc.)

Mobile phone number

Landline phone number

Address

Date

Thank you for filling out this form

Please keep it 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 – 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 contact the police by ringing 999 to avoid delay in reporting the incident.

In addition to the information you have recorded on this form, the call handler will require the following information so be prepared for these questions:

- When and where were they last seen?
- A description of the clothing they were wearing?
- What was their mood or demeanour prior to going missing?

CONFIDENTIAL when complete