

# THE HERBERT PROTOCOL

Safe & Found



## Care Providers' 60-second Briefing

### What is the Herbert Protocol?

It is a simple risk reduction tool to be used in the event of an adult with care and support needs going missing.

It consists of a form that contains vital information about a person at risk that can be passed to the police if the person is reported missing.

A recent photograph of the person should also be kept with the form. It is not intended to replace existing safeguarding and security measures.

### Who decides who is at risk?

The judgement should be based on your professional opinion.

### Who fills the form in?

In a care setting, the care provider, the person at risk or their family can fill in the form. Please seek permission from the person at risk or their next of kin. If neither is possible, the care provider should make a 'best interests' assessment.

### When should the form be sent to the police?

The police only need the form if the person is reported missing. There is no need to send it before then.

### Where should the form be stored?

It should be stored securely in the care setting, in accordance with data protection laws, but where you can find it quickly.

### Printed or electronic form?

Electronic is preferable, however, hand completed hard copies can also be used.

### What should a care provider do if the person goes missing?

After you have conducted an 'open door' search of the address, grounds and outbuildings and you believe a person is missing, alert the police at the earliest opportunity. If you believe the person missing is at a high risk of harm, please call 999.

Tell the police operator that you have the Herbert Protocol person profile.



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