

Herbert Protocol Information Sheet

The “Herbert Protocol” Missing Vulnerable Person Incident Form is designed to make sure if someone goes missing, the police can get access to important information about that person as soon as possible. We know this can be a very emotional time for those involved, and being asked by a police officer to recall all sorts of different information can add to this distress. These forms, and the information they contain, are designed to help a rapid and appropriate response.

When should I complete this?

The form should be completed by the individual(s) who are most familiar with the person named in the document. It can be completed in slow-time, and should be updated as necessary, on a regular basis, so that the information is as current as possible.

When you have completed the form, please keep it in a prominent position – and make sure relatives and carers know that you have a Herbert Protocol and where they can locate it.

What will happen to this information when I have completed the form?

There is no need for the police or anyone else to have access to this information unless the person to whom it refers goes missing. You keep the information and hand it over when the police need it – it will be used to help the police find your loved one as soon as possible, and nothing more. They will never share your information with anyone else, unless as part of a live investigation, it is necessary to do so to safeguard someone.

What should I do when I find out that my relative/friend is missing?

Ring **101** or **999** and ask for the police – have your Herbert Protocol form to hand. The police will only ask for the form, or the information in the form, if the person is reported missing.



The form can be downloaded or printed from:

The NHS Website - http://www.nhs.uk/Departments_and_Services/IDEAS/IDEAS

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