# **Site logoAppendix 1 - Missing Form – Planning and preparing for missing episodes**

This form should be completed as soon as the relevant party suspects that a person may be at significant risk of going missing or collated at the time they are discovered to be missing but should not delay reporting the incident to the police. The reporting establishment should make reasonable enquiries to ascertain that the missing person is not on the premises.This form will enable the police to risk assess the person accurately and have all the necessary information to assist during the search and investigation.

1. **Organisation details**

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| --- | --- |
| Name of organisation: |  |
| Full address/location the person is missing from including postcode: |  |
| Name of person completing this form and position held: |  |
| Name of social worker if applicable: |  |

**2) Details of person missing or at risk of going missing:**

|  |  |
| --- | --- |
| First name (and any other known by name): |  |
| Surname: |  |
| Date of birth: |  |
| Address if different from above incl. postcode: |  |

**3) Description of missing person or at risk of going missing and circumstances**

|  |  |
| --- | --- |
| Physical appearance – ethnicity, height, build, hair (include last known clothing they were seen in and any identifying marks/scars/tattoos): |  |
| Do they have mental health issues, disabilities or learning difficulties; are there concerns about their mental capacity? Has their mental capacity been assessed in relation to being accommodated in the place they are missing from? please detail: |  |
| Do they have access to cash/bank cards (with whom)? |  |
| Have they been missing previously and if so, where were they found? |  |
| Does this episode coincide with a memorable date/time? |  |
| Do they have access to a vehicle? Make, model and registration: |  |
| Does the person have a mobile phone/social media account? Please provide details: |  |
| Does the missing period appear to have been planned (notes left, clothing taken etc.)? |  |
| Do they have any physical health issues? Do they take medication? Do they have this with them and when was it last taken? What is the implication of not taking medication? |  |
| Passport details, location and access to passport? |  |

**4) Details of close family member or next of kin**

|  |  |
| --- | --- |
| Name: |  |
| Relationship: |  |
| Address: |  |
| Contact details: |  |
| Is there any reason not to inform them? |  |

**5) Other useful information?**

Missing people often go back to places important to them, their family, their career, childhood or are connected to important events in their lives.

|  |  |
| --- | --- |
| Are there any known places that the service user may visit, friends, relative? |  |
| Any other useful information (GP/Dentist)? |  |
| Any other information which may be useful in locating the person (use of social media)? |  |
| Are they subject of an order or any legal framework? Please give details (e.g. MHA or MCA DoLS, or court order). Please specify the expiry date if known or applicable? Please be prepared to provide a copy to the police. |  |

**6) Free text box: just in case there is anything else**

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