



1 Minute Guide to Missing Protocol

KEY CONTACTS

Safeguarding Adult Boards

[Southend:](#) 01702 534706

[Essex:](#) 03330 131019

[Thurrock:](#) 01375 659713

This protocol is intended to help practitioners understand the risks and issues of adults that are at risk of going missing or have gone missing.

To report a concern:

Southend: **01702 215008**

Essex: **0345 603 7630**

Thurrock: **01375 511000**

Further Information

The Missing Protocol can be found on the ESAB website www.essexsab.org.uk

[Guidance, Policies & Protocols Page](#)

Essex Police define a missing person as;

‘Anyone whose whereabouts cannot be established will be considered as missing until located and their well-being or otherwise confirmed’.

It is recognised that a person over 18 years with mental capacity, may be missing through their own choice. Their right to privacy must be observed and details of their location not divulged if this is their expressed decision.

What to do if someone goes missing

If a person is identified as missing, **call 999 as soon as possible**. Where possible reasonable enquiries should be made to ascertain that the missing person is not on the premises. The Missing Form will enable the police to risk assess the person accurately and have all the necessary information to assist during the search and investigation.



Planning for someone who is at risk of going missing

Missing Form

The [Missing Form](#) should be completed if a person is identified as being at significant risk of going missing. This should be completed as fully as possible and kept up to date by the care provider. Out of date information can seriously hinder the investigation by the police.

Herbert Protocol

The [Herbert Protocol](#) is a form that carers, family or friends of a person with dementia can fill in. It contains a list of information to help the police if the person goes missing. The initiative is named after George Herbert, a war veteran of the Normandy landings, who lived with dementia. He died whilst 'missing', trying to find his childhood home.

Useful Information to include on the Missing Form

- 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?
- Do they have access to cash/bank cards?
- 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?
- Does the person have a mobile phone/social media account?
- Does the missing period appear to have been planned?
- Do they have any physical health issues?
- Do they take medication? If so, do they have this with them and when was it last taken?
- What is the implication of not taking medication?
- Do you know where their passport is?