



THE WINNIE PROTOCOL - MISSING ADULT INFORMATION FORM

What is the Winnie Protocol?

The Winnie Protocol is a scheme adopted by Cleveland Police to encourage carers and professionals to record useful information which could be used in the event of an adult going missing. This will support Cleveland Police and partners to locate and support the individual in the event of a future missing episode and reduce the risk of harm. The Winnie Protocol will be particularly useful for those adults who have repeat missing episodes.

The Winnie Protocol follows the same principles of the national Herbert Protocol scheme, which was established to protect people with dementia or Alzheimers who go missing. The Herbert Protocol is still to be used for those individuals.

What is the purpose of this form?

The purpose of this form is to record important information about the person you support. In the event the person goes missing – the form will be used by the police, care workers and partner agencies to understand the person's routines, interests and information as fast as possible. The form should only be completed with the consent of the adult, and ideally should be completed with the adult.

- Complete the blue sections prior to possible missing episode. Many of the boxes scroll down to allow extra text to be added.

What should I do with the form?

The form should be kept electronically in a safe place. The form must contain up to date information and be reviewed on a regular basis. Try and have several copies of recent, close-up photographs of the person, this may help your staff and the Police when searching for them. This information should be held securely and only used by the police to assist with enquiries into locating the Missing Person safely.

What should I do if the adult goes missing?

1. Carry out information gathering and complete red section of the Winnie Protocol form
2. Inform family and friends and contact places that the person might frequent
3. Contact 101 (999 in an emergency) or via online reporting. Inform the call taker that you have a copy of the WINNIE PROTOCOL and email the police the form. The call taker will advise you where to send this. If you are reporting the person missing via online reporting there will be an option to attach the Winnie Protocol to your online report.
4. Where applicable inform EDT and provide them with the police reference number.

To be completed when it has been identified the person is at risk of going missing

Name: Full				
Preferred name:				
Date of birth:		Age:		
Ethnicity:				
Sex:				
Current address:				
Postcode:				

Lead professional completing form- Name and Contact Number:		
Other professionals working with the adult, for example Social worker, mental health team, Education / Employment support etc) List details including contact numbers		
Is the person subject to a court order / hospital order? Provide brief details.		
Previous home addresses:	1	
	2	
	3	

Next of Kin/ Family addresses :	1	
	2	
	3	

Previous Missing From Home incident summary: Box is scrollable	
Previous locations found or stayed at: (Provide all recent information – List all locations) Box is scrollable	
Any Significant dates – example birthdays of parents / deaths etc	
Significant places of interest Box is scrollable	
Habits:	
Hobbies	
GP name and address:	
Health condition(s):	
Medication required:	

General description:			
Height:		Build:	
Hair colour and hair description:			
Scars and / or tattoos			

Please detail any other distinguishing physical description below

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Has the person got any money?		If so, How much?	
Has the person Got a Bank Account:		Have you got access to this account? (If not who has)	
Name of bank:		Sort Code:	- -
Account Number:		Do you hold the Password to access this account?	

Has the person got a mobile phone?			
Number:		Network:	
Make:		Model:	
IMEI Number:		Mac Address:	

Does the person have a bus pass:		Provide details e.g Pass number and Issuer	
Does the person have access to vehicle(s):		Provide details e.g Registration Number/Driver etc.	

Does the person have a Social Media account (Provide Details):					
Social media site:		Username:		Do you have access to the password?	
Social media site::		Username:		Do you have access to the password?	
Social media site:		Username:		Do you have access to the password?	
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Social media site:		Username:		Do you have access to the password?	

Current Warning markers/Information	Suicidal	Depressed	Confused	Alcohol/Drugs
	Weapons	Violent	Domestic abuse	Sexual Exploitation
	County Lines / Criminal Exploitation		Coercion/Slavery	
	Other (Describe)			
Please provide evidence to support each of the above: Box is scrollable				
Does anyone pose a risk to the individual (Please provide evidence):				
Does the individual pose risk to anyone (Please provide evidence):				

Media release?	
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Any other information that may be of help to the Police: Please include details of any friends or locations associated with the person.	
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Family, carer and support worker intervention

Where there is a real and immediate risk that the adult is at risk of serious harm, has come to harm, lacks capacity to make decisions about their safety, or there are other critical concerns for their welfare, family members, carers or support workers should not delay contacting the police.

Where concerns relate primarily to a medical emergency or healthcare need, consideration should be given to contacting appropriate health services, including NHS services or the ambulance service, as appropriate.

In all other cases, those with responsibility for the care or support of the adult are expected to undertake reasonable enquiries to locate the person and confirm their welfare before reporting them missing to the police. What constitutes reasonable enquiries will depend on the person's known vulnerabilities, individual circumstances, level of risk and the urgency of seeking police assistance.

Consideration should be given to the person's usual routines, known habits, previous missing episodes, places they frequently visit, known associates, medical needs and any factors which may increase their vulnerability.

Details of enquiries undertaken should be recorded and provided to the police should a missing person report become necessary. The following enquiries should be considered where appropriate:

- Call the individual's mobile telephone.
- Send a text message or other electronic message requesting contact.
- Attempt to locate the individual using any location-sharing applications or agreed tracking systems.
- Contact the individual through social media, email or other communication platforms regularly used by them.
- Search the individual's bedroom or usual living areas for signs of their whereabouts, intended destination or items that may indicate where they have gone.
- Check whether essential items are missing, such as keys, wallet, bank cards, medication, identification documents, mobility aids or a vehicle.
- Contact family members, friends, neighbours, employers, support providers or other relevant persons who may have knowledge of the individual's whereabouts.
- Check known addresses, locations, services or establishments the person regularly attends, including relatives, friends, day centres, places of worship, community venues or healthcare appointments.
- Check any available CCTV, doorbell cameras or building access systems to establish whether the person has left the address and, if so, in which direction or by what means.
- Support providers, carers and family members should ensure that any available CCTV footage, photographs or other information relevant to establishing the person's movements is preserved and made available to the police if a missing person report becomes necessary

This list should not be regarded as a checklist that must be completed in every case. The extent of enquiries should always be proportionate to the circumstances and should not delay contacting the police where there is an immediate risk of serious harm or other critical concern for the person's safety.

Following the submission of a missing person report, family members, carers, support workers and care providers retain responsibility for their ongoing duty of care, including undertaking reasonable enquiries, sharing relevant information and making appropriate arrangements to support the person when located. Reporting a person missing to the police does not transfer responsibility for the individual's care and welfare.

Completed by:	
Relationship to the person:	
Date:	

It is the responsibility of the agency completing and the recipient to protect the information from theft and compromise. This form and the information contained in it must be securely stored.