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**Philomena Protocol Form**

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| **The Philomena Protocol** is an information gathering tool to assist the police to find a young person, who is been reported missing from a care setting as quickly as possible.Please fill in these sections and keep the form in a safe place where it can be easily located if the person it refers to goes missing. If you are concerned about the whereabouts of the young person then you **must** contact the police on 999. Please tell the call handler you have a Philomena Protocol Form.This form is designed to be completed by a carer / care staff. |

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| **Part 1** (to be completed when it has been identified the individual is at risk of going missing) |
| **Full name** (of person at risk) |       | Affix a recent photo here. It may also be helpful if you have an electronic photo which can be emailed to the police or added to the last page of this form. We can then send a copy to the officers mobile device. |
| **Preferred name** |       |
| **Date of birth** |       | **Age** |       |
| **Race / ethnicity** |       |
| **Is English their first language?** | Yes [ ]  | No [ ]  |
| **If no, confirm language spoken** |       |
| **Current address** |       |
| **Postcode** |       |
| **Living at current address since:** |       |

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| **General Description** |
| **Height, weight, build** |       |
| **Hair colour** |       |
| **Wig / hair piece?** | Yes [ ]  | No [ ]  |       |
| **Wears glasses?** | Yes [ ]  | No [ ]  |       |
| **Facial hair?** | Yes [ ]  | No [ ]  |       |
| **Any other identifying features** (e.g. tattoos, scars, etc.) |       |

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| **Access to Mobile Phone and Money** |
| **Does the person have access to a mobile phone?** | Yes [ ]  | No [ ]  |
| **If yes, what is the mobile number** |       |
| **Does the person have access to social media?**  | Yes [ ]  | No [ ]  |
| **Details of any social media profile names, account / email passwords** |       |
| **Is there any GPS or “find my” facility set up on the phone?** | Yes [ ]  | No [ ]  |
| **If yes please provide details of person(s) who have access to GPS** |       |
| **Has the person got access to money?** | Yes [ ]  | No [ ]   | Don’t know [ ]  | **If so, how much?** |       |
| **Previous addresses** | **1.** |       |
| **2.** |       |
| **3.** |       |
| **Previous care addresses** | **1.** |       |
| **2.** |       |
| **3.** |       |
| **Places of interest or significance**  | **1.** |       |
| **2.** |       |
| **3.** |       |

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| **Family / Friends / Contacts**  |
| **Name** | **Address** | **Association** | **Phone number** |
|       |       |       |       |
|       |       |       |       |
|       |       |       |       |

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| **If the person has been missing before where have they been found?** |       |
|       |
|       |

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| **Weekly Habits and Routines**  |
| What regular routine do they follow? Please include location / address where possible.  |
|  | **Morning** | **Afternoon** | **Evening** |
| **Monday** |       |       |       |
| **Tuesday** |       |       |       |
| **Wednesday** |       |       |       |
| **Thursday** |       |       |       |
| **Friday** |       |       |       |
| **Saturday** |       |       |       |
| **Sunday** |       |       |       |

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| **Hobbies** |       |
|       |
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| **Medical Information / Medical History /**  |
| **Medical conditions, current medication, medical needs and times of medication can be added here if you feel this would be relevant if the person is missing. Please be aware of Data Protection requirements and confidentiality of medical data.** |
| **Medical conditions / medication** |       |
| **Side effects if medication not taken** |       |
| **Communication difficulties** |       |
| **Physical impairments** |       |
| **GP details** |       |

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| **Details of the Person Completing this Form** |
| **Name** |       |
| **Relationship to person** |       |
| **Contact number** |       |
| **Date** |       |

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| **Part 2** (to be completed when the person has been reported as missing) |
| **Description of what the person was last seen wearing, include colour, designer labels / brands.** |
| **Shirt / sweater** |       |
| **Trousers / skirt** |       |
| **Outerwear** (e.g. coat, jacket) |       |
| **Headwear** |       |
| **Gloves** |       |
| **Scarf** |       |
| **Footwear** |       |
| **Jewellery** (e.g. watch, rings etc.) |       |
| **Other** |       |
| **Does the person have their mobile phone with them at the time of going missing?** | Yes [ ]  | No [ ]  |
| **Has the person got any money with them?** | Yes [ ]  | No [ ]   | Don’t know [ ]  | **If so, how much?** |       |

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| **Does the person have a bus pass or train / subway pass?** | Yes [ ]  | No [ ]  | Don’t know [ ]  |
| **Do they have any photographic ID and has it been taken?****If so details of ID** |       |
| **Time, date and location last seen** |       |

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| **Risk factors** (select all that apply) | Suicidal | [ ]  | Depressed | [ ]  |
| Confused | [ ]  | Alcohol | [ ]  |
|  | Violent / signs of frustration or confrontational when stressed | [ ]  |
|  | Other (please provide details below)  | [ ]  |
|       |
| **Completed on the date the person has gone missing by:** (name) |       |
| **Relationship to the missing person** |       |
| **Your contact number** |       |
| **Date** |       |
| **Full circumstances surrounding current report** |
|       |
| **Any other relevant information** |
|       |

**Thank you for filling out this form.**

Please keep this form as up to date as possible and review the content on a regular basis.

Please keep the form somewhere safe where it can be located quickly if the person concerned goes missing.

If you are concerned about the whereabouts of person named on this form and you believe them to be missing then you **must** contact the police on **999.**

You should be aware that information from this form will be recorded and assessed by officers on police systems in relation to enquiries carried out to trace the missing person. The form will only be used for a missing person enquiry and can be handed back to you or destroyed, whichever you prefer. Any photographs will be returned.

**How does this comply with data protection law?**

Police Scotland do not control the data on this form. When it becomes a Police incident (i.e. the person is reported missing), we will record this on to the relevant police systems. The information you provide will be processed on the basis of our public task and of substantial public interest in safeguarding, in accordance with the General Data Protection Regulations (GDPR) and the Data Protection Act 2018.

More information on how we handle personal data for these purposes is given in our [Protection and Wellbeing Privacy Notice](https://www.scotland.police.uk/spa-media/ihsnr5xs/privacy-notice-gdpr-protection-and-wellbeing.doc), available on our website <https://www.scotland.police.uk/access-to-information/data-protection/privacy-notices/>

**Contacts / Further Information**

Police Scotland [www.scotland.police.uk](http://www.scotland.police.uk)

Photographs can be copied and pasted into the box below:

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