
THE WINNIE PROTOCOL - MISSING ADULT INFORMATION FORM

What is the Winnie Protocol?

The Winnie Protocol is a scheme created by Northumbria Police and the Northumberland, Tyne and Wear Safeguarding Adult Boards to encourage carers and professionals to record useful information which could be used in the event of an adult going missing. This will support Northumbria 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
- Complete the red sections when person goes missing

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 form should only ever be printed on the request of a representative of Northumbria Police following the adult being reported missing. 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). Inform the call taker that you have a copy of the WINNIE PROTOCOL and give the police the form

Part I - (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:				
Male/Female				
Current address:				
Postcode:				

Lead professional completing form- Name and Contact Number:	
Other professionals working with the adult:	
Is the person subject to a court order / hospital order?	
For adults in supported accommodation - If the adult fails to return to the premises would they want to be reported Missing to the police?	

Previous home addresses:	1	
	2	
	3	

Next of Kin/ Family addresses :	1	
	2	
	3	

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

General description:	
Height:	
Weight:	
Build:	
Hair Colour:	
Eyes:	
Jewellery:	
General Appearance:	
Distinguishing features – tattoos/ birth marks/ piercings broken down Feature/what it is/and where it is (i.e. ear pierced/wears a gold stud/both ears OR Tattoo/dragon with heart/top of left leg)	

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:	- -
Acc No:		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 Accounts (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?	
Social media site:		Username:		Do you have access to the password?	
Social media site:		Username:		Do you have access to the password?	

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:	
Any CCTV footage of the missing person?	

Time, date and location last seen, circumstances of missing episode:	
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Current Warning markers/ Information	Suicidal	Depressed	Confused	Alcohol/Drugs
	Violent	Other (Describe)	DOLS/LPS Status	Sexual Exploitation
	County Line / Criminal Exploitation	Weapons	Coercion/Slavery	Domestic abuse
Please provide evidence to support each of the above				
Does anyone pose a risk to YP (Please provide evidence):				
Does the YP pose risk to anyone (Please provide evidence):				

Media release?		On-call manager aware?	
Persons informed of child missing (example Parent, EDT, Social Worker, Professionals involved etc):			
Details of other staff on duty at the time of missing report.			
Any other information that may be of help to the Police:			

INITIAL SEARCH CONSIDERATIONS

Have you searched the address the person is missing from?	
Have you searched for any lifestyle information? receipts/tickets/diaries	
Name and position of person searching:	
Signature of person searching and completing plan:	
Have you searched the young person's bedroom?	
Name and position of person searching:	
Signature of person searching:	
Please detail any information or items located:	
Please detail any information or items missing:	

Joint responsibility and Duty of Care.

What enquiries have already been completed to try and locate missing person prior to reporting to the police:

What enquiries will you continue to do whilst the adult is missing (include how often you will complete these):

How will you record this and notify the police that you have done these enquiries:

What is the expectation for the police when the missing person is found?

Completed by:

Relationship to the person:

Date: