

DUMFRIES & GALLOWAY  
PUBLIC PROTECTION COMMITTEE



## Dumfries and Galloway Multi-Agency Missing Person Protocol

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## Contents

1.	Introduction .....	3
2.	Purpose .....	3
3.	Legislation and Policy Context.....	4
4.	Definitions .....	5
5.	Understanding Why People Go Missing .....	5
6.	Prevention.....	6
7.	Response.....	8
	Risk Assessment .....	8
	Information Sharing .....	9
8.	Process.....	9
9.	Support .....	9
10.	Protect .....	12
	Appendix 1 – Multi Agency Missing Person Process Flowchart .....	14
	Appendix 2 - Police Initial Missing Person Information.....	15
	Appendix 3 - Return Discussion Pro-Forma .....	18

## 1. Introduction

- 1.1. All agencies recognise the negative impact of people going missing. A missing person is exposed to unnecessary risk, is negatively impacted in terms of health and wellbeing and in a small number of cases it can lead to death.
- 1.2. This protocol is for all practitioners who would be involved in the prevention, response, support and protection of people, which includes both children and adults, who are at risk of or go missing. This includes but not limited to the practitioners in the service areas outlined in section 2.2 of this protocol.
- 1.3. Every year Police Scotland receive over 30,000 calls reporting people missing and all agencies recognise a robust and consistent partnership approach is critical to prevent people going missing in the first place and to locate them quickly in the event of a missing episode.
- 1.4. All individuals who go missing are at risk of harm and this harm can be exacerbated by their circumstances. Children and young people have increased risk of being exploited, adults with dementia have increased vulnerabilities, and mental health problems can also increase the risks of an individual coming to harm.
- 1.5. Our aim within this protocol is to build on the existing good work within Dumfries and Galloway in line with the [National Missing Persons Framework for Scotland](#) (NMPF). Our objectives are:
  - i. to **prevent** people going missing.
  - ii. to **respond** consistently and appropriately to missing person episodes.
  - iii. to provide the best possible **support** to missing people and their families.
  - iv. to **protect** vulnerable people to reduce the risk of harm.
- 1.6. Dumfries and Galloway's Public Protection Partnership are committed to these objectives in ensuring that preventative measures reduce the number of episodes that people go missing, professionals respond appropriately, support is provided following missing episodes and vulnerable people are protected to reduce the risk of harm.
- 1.7. In Dumfries and Galloway, the Missing Person Steering Group, with representatives from Police Scotland (V Division), Dumfries and Galloway Council and NHS Dumfries and Galloway, were formed to deliver on the requirements set out in the National Missing Person Framework.

## 2. Purpose

- 2.1. The purpose of this protocol is to ensure that there is a multi-agency localised response to the NMPF in Dumfries and Galloway, to build on the aims set out in the NMPF - to **prevent people going missing and limit the harm to those who have gone missing** (NMPF, Scottish Government, 2017). This applies to both children and adults. This Protocol aims to:

## Dumfries and Galloway Multi-Agency Missing Person Protocol

- mitigate the risk to the people who go missing via prevention planning
  - ensure that people most at risk of going missing are prioritised
  - stipulate the importance of information sharing to ensure missing people are located quickly
  - build confidence within each partner agency when completing and categorising risk assessments
  - provide a consistent multi-agency approach in respect of missing persons whilst acknowledging the roles, responsibilities and actions to be taken by each individual agency
  - ensure that the use of the national definition of a missing person is consistent across partner agencies
  - provide clarity on how return discussions will be co-ordinated and facilitated
  - promote the support that is available to people who have been missing and their families within Dumfries and Galloway
- 2.2. As single agencies, we recognise that this partnership agreement will not take account of every specific missing person circumstance. However, it does incorporate principles of child protection, adult support and protection, public safety, collaborative decision making, statutory responsibility and duties of care. It places a significant responsibility and accountability on staff within each agency to work together, to share the rationale underpinning their professional judgements and to do so in a way that promotes joint working and enhances our ability to keep people safe.

### 3. Legislation and Policy Context

- 3.1. Whilst not exhaustive, the following statutory legislation and guidance is relevant to this protocol:
- [National Missing Person Framework for Scotland](#)
  - [National Guidance for Child Protection in Scotland 2021](#)
  - [Children \(Scotland\) Act 2020](#)
  - [Children \(Scotland\) Act 1995](#)
  - [Children and Young People \(Scotland\) Act 2014](#)
  - [GIRFEC](#)
  - [Adult Support and Protection \(Scotland\) Act 2007](#)
  - [Mental Health \(Care and Treatment\) \(Scotland\) act 2003](#)
  - [Adult with Incapacity \(Scotland\) Act 2000](#)
  - [General Data Protection Regulations](#)
  - [Data Protection Act 2018](#)
  - [Human Rights Act 1998](#)
  - [Information Sharing – a 10-Step Guide Safeguarding Children/ Child Protection](#)
  - [Human Trafficking and Exploitation Strategy](#)
  - [Human Trafficking and Exploitation \(Scotland\) Act 2015](#)

## 4. Definitions

- 4.1. A **missing person** is defined in the NMPF (2017) as, anyone whose whereabouts are unknown and:
- where the circumstances are out of character or,
  - the context suggests the person may be subject to crime, or
  - the person is at risk of harm to themselves or others.
- 4.2. This definition has been developed with partners in other areas across Scotland and evidence suggests that it has proved to have been effective in the management of a person who has gone missing and for the purposes of assessment. The specified definition should be used within Dumfries and Galloway.
- 4.3. It is critical to the success of the protocol that this definition is embedded into all single agency policies and procedures.

## 5. Understanding Why People Go Missing

- 5.1. It is important that children, young people and adults who are at risk of going missing are able to speak with someone about their situation and get support to help them deal with issues that may cause them to go missing. Professionals who are concerned that a person they work with is at risk of going missing should work with the child, young person or adult to understand why they are thinking about going missing and work with them and their families to address these issues.
- 5.2. Some reasons of why children and young people go missing can include:

### Push Factors

- Problems at home – ranging from arguments with parents to long-term abuse/ maltreatment to bereavement
- Problems in school – struggling with peers' relationships, underperforming, truancy
- Family break-up – young people drawn into their parents' conflicts are less likely to do well at school and more likely to truant or to run away from home
- Mental health problems – a disproportionate number of young people who run away from home have mental health problems
- Bullying – children who are being severely bullied are more likely to run away from school and home or care
- Personal Problems – running away to escape a relationship, teenage pregnancy – some young women run away or are forced to leave home because they become pregnant, or fear that they may be pregnant. Those working with them will need to ensure they have access to sexual health services.

### **Pull Factors**

- Children may run to be near friends or family – especially when a young person is in care and there are problems in contact arrangements with family and friends;
- Grooming and criminal and/ or sexual exploitation - young people may run away or go missing following grooming by adults or peers who are exploiting them.
- Consider whether these young people are gang associated, being used to carry or sell drugs, carry out violence, and/ or being coerced into sexual activity.

#### **5.3. Some reasons why adults go missing can include:**

- Mental health– people experiencing poor mental health have numerous triggers that may result in them going missing, such as a mental health episode, a change in medication, frustrations with health professionals, and uncertainty about who or how to ask for help
- Those living with dementia – a person's failing memory may make it difficult for them to explain why they were out for a walk or remember where they were going and may be unable to find their way back home or find the location they were seeking
- Addiction issues – people experiencing problematic substance use, or gambling habits may be a trigger for adults to go missing
- Problems at home – including relationship breakdown
- Escaping violence and/or domestic abuse – this includes people subject to physical, sexual, emotional, neglect or financial abuse as outlined in Adult Support and Protection legislation.

## **6. Prevention**

#### **6.1. Where an adult or child is involved with, or under the care of a particular agency, an assessment of their needs must be conducted which should highlight any risk associated with going missing. Where a person is likely to go missing, or has previously been missing, this should be risk assessed taking into account of, but not limited to, the following information:**

- Previous behaviour and missing person episodes that may identify factors or triggers.
- The views of the person and/ or their parents/ carers on their needs and the action to be taken if missing (if appropriate).
- Medical needs and/ or physical issues and the impact of being missing without access to medication or treatment.
- The level of supervision that the person requires, and any condition that limits the mental capacity of the individual.
- External influences that may result in the person going missing (contextual safeguarding needs).

## Dumfries and Galloway Multi-Agency Missing Person Protocol

- Risk of exploitation – sexual criminal, financial or other.
  - Any link to or risk of trafficking.
  - Specific actions to be taken if the person goes missing.
- 6.2. This risk assessment should focus on the risk associated with the person going missing, the likelihood of the missing episode occurring, and the risk of that person coming to harm. For example, a person who suffers from a particular medical condition and is in good physical condition might be considered at high risk of going missing. However, someone with the exact same condition but suffering from poor mobility would not present the same risk.
- 6.3. Risk Assessments should be undertaken in consultation with the adult, child or young person who is subject of assessment. It is important that their views are listened to, considered and that they are aware of the preventative measures that will be undertaken to support them. Part of this consultation must involve notification to the person of the processes that will be undertaken should they go missing. This will give them the opportunity to work with professionals supporting them to agree any preventative measures to be put in place. Working with the person to capture their views and explore preventive measures will also lead the professional supporting them to understand the push/ pull factors that contribute to the person going missing.
- 6.4. This information from the risk assessments will be incorporated into an individual's care plan with the appropriate levels of support and preventative measures required to reduce the likelihood of them going missing. (NB the term "care plan" is used as a generic term for the various plans used by agencies.)
- 6.5. Where there is an identified risk of missing episodes, the care plan should include an up-to-date physical description and, where possible, a recent photograph. This should be recorded and held, where possible, at the place of residence to be available to staff and Police when required.
- 6.6. It is important that agencies are aware of the 'Not at home' categorisation. This is when a child or young person is not at a place where they are expected or required to be, as outlined in the [Looked After and Accommodated Children Who Go Missing From Residential and Foster Care in Scotland Guidance](#).
- 6.7. Since 2017, the [Herbert Protocol](#) has been used many times to help Police and other agencies quickly and safely locate missing people who have dementia. Agencies who support people with dementia, or age-related deterioration in cognitive ability, should ensure that staff are fully aware of the Herbert Protocol and that vulnerable members of the public and their families are signposted to it and its benefits. The proactive use of the Herbert Protocol is strongly recommended in every case where a member of the public receives support from care services either at home or in residential care.
- 6.8. In 2023, the [Philomena Protocol](#) was introduced across Scotland as a mechanism for quickly recording and sharing details for young persons in care. Those who support young people, either at home or within care provisions, should consider the use of the Philomena Protocol, in partnership

with the young person. The young person should be consulted on the protocol and advised on its purpose, and how and when their information will be shared.

- 6.9. Where significant risk factors are highlighted (such as exploitation) this information should be shared, where possible, with other agencies to ensure that the risk is highlighted, and an appropriate response generated in the event of a missing episode.
- 6.10. Based on the risk factors, agencies will ensure that the place of residence is suitable for that person and/ or review any additional support or preventative measures that may be required to protect the individual. The care plan should include details of the arrangements that need to be in place to keep the person safe and minimise the risk of them going missing from their placement.
- 6.11. Risk factors are categorised into two headings:
  - i. Stable factors – those that are not likely to change between episodes for example previous behaviour and earlier life experiences.
  - ii. Dynamic factors – those that can be different for each episode for example emotional state, current influences/ associates, weather conditions, vulnerability, mental health, use of alcohol/ drugs and offending.

## 7. Response

### Risk Assessment

- 7.1. Prior to making the decision to report someone as missing each agency will assess the circumstances to ensure that the person meets the national definition of a missing person as outlined in section [4.1](#).
- 7.2. When a person is identified as missing, Police Scotland will be notified. A risk assessment will be undertaken by Police Scotland and thereafter categorised as high, medium or low. **A missing child i.e., under 18 years of age, will always be categorised as medium or high.**
- 7.3. Police Scotland will refer to specific risk assessment questions to assist with identifying the risk attached to the incident and ensure that the response is proportionate and appropriate.
- 7.4. The categories are as follows:

#### High Risk

- The risk posed is immediate and there are substantial grounds for believing that the missing person is in danger through their own vulnerability; or may have been the victim of a serious crime; or the risk posed is immediate and there are substantial grounds for believing that the public is in danger.

#### Medium Risk

- The risk posed is likely to place the missing person in danger or they are a threat to themselves or others.

#### Low Risk

- The apparent threat of danger to either the missing person or the public is low.



- 7.5. In all missing person's investigations, in addition to the information provided by the reporting agency, Police Scotland will request further information from the reporting agency when an individual is reported missing (Appendix 3). It is recommended that all partner agencies familiarise themselves with the additional detail being requested.

## Information Sharing

- 7.6. Information sharing is governed by the Data Protection Act 2018, the General Data Protection Regulations and Human Rights Act 1998.
- 7.7. **Information sharing between partner agencies is crucial to successfully achieve the objectives of this protocol and fulfil the statutory obligations to protect and support children and adults at risk of harm.**
- 7.8. *"We are aware that issues of privacy and confidentiality can and sometimes do get in the way of ensuring the safety of children, young people and adults at risk. We wish to re-emphasise and continue to clarify the position and reinforce the importance of sharing and exchanging information where the protection of these client groups is concerned".* (Extract taken from Chief Officers Group: Public Protection, Information Sharing letter, May 2021).
- 7.9. Reviews have highlighted the misconceptions of information sharing. Existing legislation does not prevent you from sharing and/ or exchanging relevant information where you believe there are concerns about the protection of children, young people and adults at risk.

## 8. Process

- 8.1. Where a person goes missing, each agency will have in place clear guidance on, and a process for documenting, the actions to be taken by staff appropriate to the level of risk to the individual. These actions may include search of premises; phone call to child, young person or adult's mobile and any known associates; search of local community and reporting to Police Scotland via 999 or 101.
- 8.2. Once a missing person has been reported to Police Scotland, ownership of the investigation will lie with the police in accordance with standard operating procedures. However, there remains a responsibility for other agencies to assist and support the investigation to maximise the opportunity of tracing the missing person at the earliest possible stage.

### Missing People

Police Scotland can contact Missing People for a bespoke publicity appeal if appropriate. A TextSafe text message offering them Missing People's free, confidential support can also be sent directly to the missing person at the request of Police Scotland.

- 8.3. It is important to ensure that the reporting agency has completed all relevant documentation as specified within single agency guidance.

## 9. Support

- 9.1. At the earliest opportunity a Single Point of Contact (SPOC) will be identified within the police and within the family, or the closest person to the missing

person, and timescales for updates will be agreed. Consideration should be given as to what additional support partner agencies are going to provide during the missing episode.

### **Missing People**

Missing People can provide emotional support to parents, carers, family and friends of the missing person during and after the missing episode. They can contact Missing People's free, confidential Helpline on 116 000 or seek support at [www.missingpeople.org.uk](http://www.missingpeople.org.uk). All agencies can signpost family and friends to this service.

- 9.2. When a missing person is traced, an initial Safe and Well Check should be completed by Police to ensure there are no immediate safeguarding concerns or criminality that need to be progressed.
- 9.3. Following the Safe and Well Check, police SPOC will liaise and the missing person regarding arrangements for a Return Discussion to be undertaken. The Police Missing Person Co-ordinator will complete Part 1 of the Return Discussion Proforma ([Appendix 3](#)).
- 9.4. Where possible, the Return Discussion will be undertaken by someone who has a pre-existing relationship with the missing person, a "trusted adult". In many cases, it is likely that the police may not be the best placed agency to facilitate the Return Discussion as the missing person may be reluctant to engage. The Police Missing Person Co-ordinator will contact the nominated individual.
- 9.5. In the event of the nominated individual being unavailable or the missing person having no involvement or support from local partners, the Police Missing Person Co-ordinator will make contact with the Single Access Point ([AccessTeam@dumgal.gov.uk](mailto:AccessTeam@dumgal.gov.uk)) who will:
  - For children – allocate to the Duty Worker unless there is child protection consideration.
  - For adults - allocate to a Senior Care Co-ordinator or Professional Adviser to undertake the Return Discussion.
- 9.6. It is acknowledged that depending on the frequency of practitioners undertaking Return Discussions, to ensure confidence and offer additional support to those undertaking Return Discussions, it is recommended that refresher training be completed every 48 months.
- 9.7. A Return Discussion can help to support a person following their return, provide a platform to identify underlying issues and obtain information that could prevent future missing episodes. It aims to:
  - Support the individual who has gone missing and identify the underlying causes so that these can be addressed;
  - Provide an opportunity for them to talk about the circumstances that prompted them to go missing;
  - Provide them with an opportunity to talk about their experience when missing and their feelings following their return, and;

## Dumfries and Galloway Multi-Agency Missing Person Protocol

- Use relevant information gathered to help prevent further missing episodes.
  - Identify safeguarding concerns and opportunities for further support.
- 9.8. In accordance with the NMPF (2017), there is no set time for the Return Discussion to occur but, where possible, first contact should be made within 72 hours, with the discussion taking place within one week at a suitable time for the individual. The discussion should take place in a safe environment with a trained professional, where possible, of their choice.
- 9.9. Return Discussions are not compulsory, and the child/ young person or adult has the right to decline. Best practice is to offer, even if previous Return Discussion offers have been declined. If the offer of a Return Discussion has been declined, the Return Discussion Facilitator should offer this again later when it may be more suitable for the child/ young person or adult. Keep a record of attempts and note the reason for it being declined.
- 9.10. Whilst the following list is not exhaustive, the potential options for carrying out Return Discussions are:
- **Child allocated to Children and Family Social Work**
    - Allocated Social Worker/ Social Work Assistant/ Family Support Worker/ Residential Care Worker
    - Residential care staff member if young person is a non-D&G young person but placed in D&G by another local authority
    - Any Third Sector agency who are involved
    - Named Person within Education
    - Police Officer
  - **Child not allocated to Children and Family Social Work**
    - Named Person within Education (term time only)
    - School Nurse (term time and during school holidays)
    - Police Officer (where there are no escalating risks or concerns)
    - Social Work (where escalating risks or concerns are noted by Police and reported to Single Access Point)
  - **Adult allocated to Adult Social Work**
    - Allocated Support Worker
    - Allocated Social Worker
    - Police Officer
  - **Adult not allocated to Adult Social Work**
    - Senior Care Co-ordinator
    - Professional Advisor
    - Police Officer (in consultation with Social Work where escalating risk is identified)
  - **Adult missing from NHS**
    - Social Worker (if allocated)
    - Mental Health Officer (if allocated)

## Dumfries and Galloway Multi-Agency Missing Person Protocol

- Community Psychiatric Nurse (if allocated)
  - Drug and Alcohol Specialist Nurse (if allocated)
  - Police Officer
- 9.11. When determining who should carry out the Return Discussion consideration should be given as to whether any of the professionals involved may be a factor in them going missing. If this is considered a possibility, they should, not conduct the Return Discussion.
- 9.12. The Return Discussion will be captured in Part 2 of the Return Discussion Proforma ([Appendix 3](#)). Should any immediate safeguarding concerns be revealed during the Return Discussion, these will be reported and shared in accordance with Dumfries and Galloway's [Child Protection](#) or [Adult Support and Protection procedures](#). Further information can be accessed at <https://www.dgppp.org.uk/>.
- 9.13. The Return Discussion Facilitator must inform the child/ young person or adult that in accordance with safeguarding procedures the information from the discussion will be shared with relevant partner agencies and uploaded to electronic records.
- 9.14. Where the criteria for making a child protection or adult support and protection referral have not been met, signposting to alternative support agencies should be considered and documented in the Return Discussion Proforma.

**Missing People**

Missing People can provide emotional support to missing adults, children and young people before, during or after a missing episode. Consider signposting the returned person to Missing People's free, confidential Helpline on 116 000, adults to [www.missingpeople.org.uk](http://www.missingpeople.org.uk), or children and young people to <https://www.runawayhelpline.org.uk/scotland>.

- 9.15. On completion of Part 2 of the Return Discussion Proforma, the Return Discussion Facilitator will email the completed Return Discussion Proforma to ([dumfriesgallowaymissingpersons@scotland.police.uk](mailto:dumfriesgallowaymissingpersons@scotland.police.uk)) for the attention of the Police Missing Person's Co-ordinator. The Police Missing Person's Co-ordinator will then disseminate the information to relevant partner agencies who will update care plans, upload to electronic records and add a significant event to the person's chronology. Where the child or adult is open to Social Work, the Police Missing Person's Co-ordinator will email the Return Discussion Proforma to the Single Access Point ([AccessTeam@dumgal.gov.uk](mailto:AccessTeam@dumgal.gov.uk)) to be uploaded to Mosaic.
- 9.16. Following receipt of the completed Return Discussion Proforma, the Police Missing Person Co-ordinator will complete Part 3 and will update Police Scotland database.

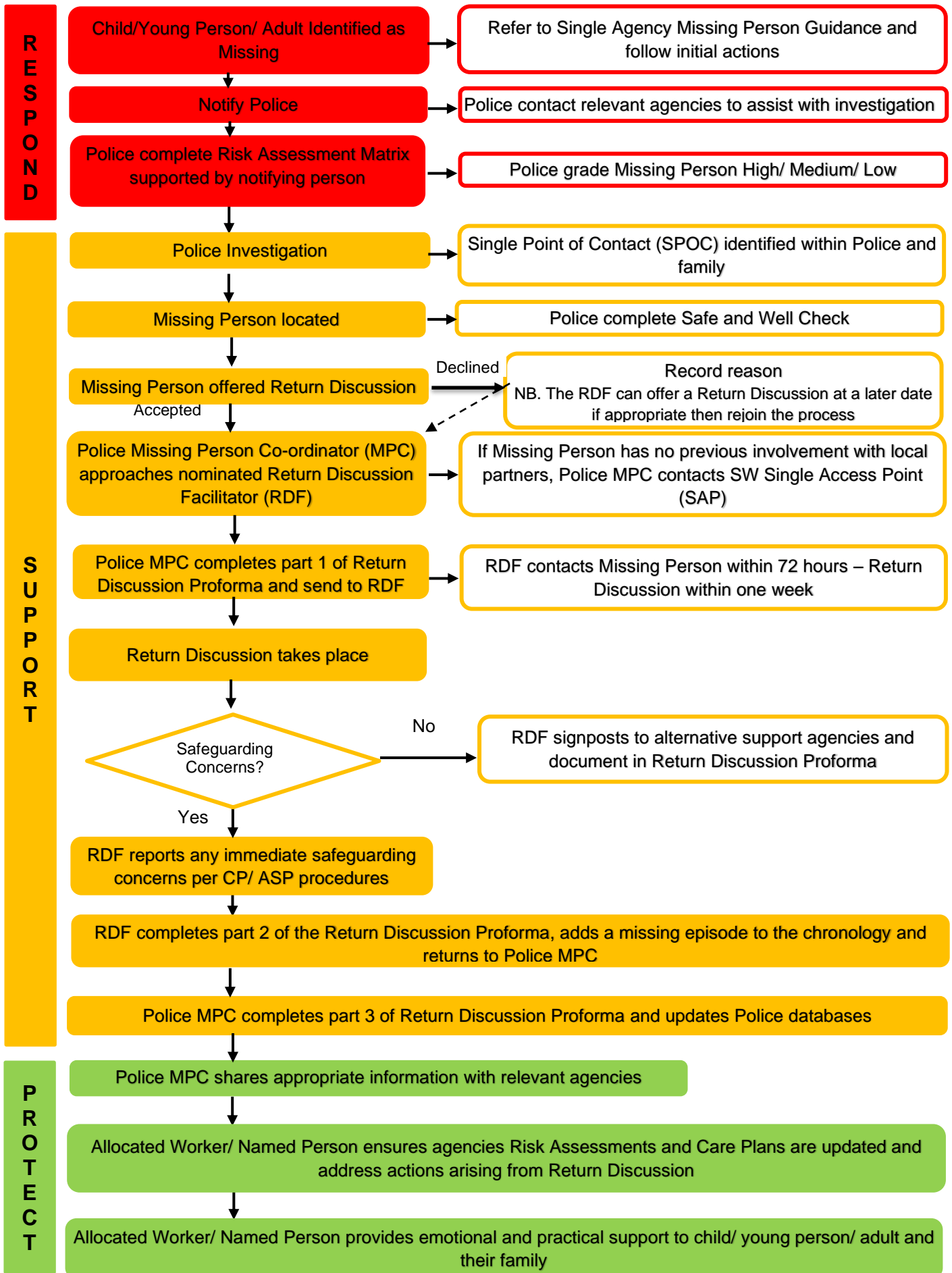
**10. Protect**

- 10.1. When someone goes missing it is not only the missing person who is affected. The families of missing people can face significant emotional turmoil and practical difficulties. Everyone who has had a loved one go missing should be provided with support and signposted to the appropriate services available.

## Dumfries and Galloway Multi-Agency Missing Person Protocol

- 10.2. Following a missing episode, it is recommended that reporting agencies review the information they have stored in electronic records on the person they are working with in parallel with the Police Initial Missing Person Information as outlined in [Appendix 2](#). This will assist in all relevant information being available timeously and aide a quick response in the event of another missing episode.
- 10.3. Where there are repeated missing episodes, agencies involved with the missing person should share relevant information, acknowledge the risk and concern and discuss options and alternatives to safety plans.

## Appendix 1 – Multi Agency Missing Person Process Flowchart



## Appendix 2 - Police Initial Missing Person Information

The following information is utilised by Police Scotland in all missing person investigations. This is the information that will be sought from the person reporting an individual missing, other witnesses and from records already held.

### **Personal Details**

1. Surname
2. Maiden/ Other Names
3. Forename
4. Alias Forename
5. Alias Surname
6. Date of Birth (Age is automatically created and updates constantly)
7. Place of Birth
8. Gender

### **Home Address**

9. Home Address Type (select from Home Address/ Adult Care Home/ Children's House/ Foster Carer's House/ NHS/ Other)
10. Telephone
11. Mobile

### **Other Details**

12. School Attended/ Occupation
13. Nationality (select [Country])
14. Religion of Belief
15. Marital Status (select from Chose not to Disclose/ Civil Partnership/ Dissolution of Civil Partnership/ Divorced/ In Relationship/ Married/ Single/ Unknown/ Widowed)
16. Sexual Orientation (select from Bisexual/ Chose not to Disclose/ Gay/ Heterosexual/ Lesbian/ Not Relevant to this Enquiry/ Other/ Unknown)
17. Category (select from Adult/ Care Experienced Young People/ Cared for Adult/ Child/ Wanted/ Absconder)
18. Missing Since Date
19. Missing Since Time
20. Local Policing Division Missing From (select [Scottish Police Division])
21. Local Command Area Missing From (select [Scottish Sub-Division])
22. Local Authority Missing From (select from Scottish Council)
23. Command and Control Number

### **Missing From Address**

24. Same as Home Address (tick if appropriate)
25. Missing From Address Type (select from Adult Care Home/ At Sea/ Children's House/ Foster Carer's House/ Home Address/ NHS/ Other/ School/ Work Address)
26. Missing From Address (creates on Scottish map)

### **Financial Information**

27. (Free text field)



**Other Possessions**

28. (Free text field)

**Money in Possession (£)**

29. (maximum 13 digits)

**Sightings**

30. (Creates a Sightings Timeline and these can be marked as Confirmed Sighting/ False Sighting and plots on map of Scotland)

**Previous Images**

31. (Images are added together with details of Date and Time Added, Obtained From, and whether Permission Granted for Release)

**Descriptive Details**

- 32. Nickname
- 33. Nickname (2)
- 34. Height (ft/ inches)
- 35. Height (cm) (Automatically creates cm from ft/ inches and vice versa)
- 36. Hair Colour (select from [various])
- 37. Temp Hair Colour
- 38. Hair Type (select from [various])
- 39. Temp Type
- 40. Facial Hair (select yes/ no)
- 41. False Facial Hair (select yes/ no)
- 42. Eye Colour (select from [various])
- 43. Eye Colour (2) (select from [various])
- 44. Other Eye Colour (free field)
- 45. Glasses Worn (select yes/ no)
- 46. Eye Type (select from [various])
- 47. Eyebrows (select [various])
- 48. Complexion
- 49. Build
- 50. NI Number
- 51. Shoe Size (select from [various])
- 52. Dexterity (select from [various])
- 53. Dentures (select from yes/ no)
- 54. Speaks or Understands English (select from yes/ no)
- 55. Speaks or Understands English Additional Information
- 56. Passport No
- 57. Passport Details

**Further Descriptive Details**

- 58. Jewellery Description
- 59. List any Languages Spoken/ Read
- 60. Previous Schools
- 61. Previous Employment

**Habits and Mannerisms**

62. (free field)



Dumfries and Galloway Multi-Agency Missing Person Protocol

**Medical**

63. (free field for Physical or Mental State)

**Technology**

- 64. Mobile Phone Details
- 65. Access to Other Mobile Devices
- 66. Social Media
- 67. Email Addresses

**Clothing**

68. (Article/ Make/ Colour/ Description/ Wearing when Reported Missing/ Currently Wearing)

**Marks/ Scars**

69. (Marks/ Scars/ Tattoos, Location, Part, Description)

**Warning Signals**

70. (Warning Signal/ Reason/ Type)

**Associated Persons**

71. (Actions/ Name/ Relationship/ Address for Current, Previous and Person Reporting)

## Appendix 3 - Return Discussion Pro-Forma

### PART 1: TO BE COMPLETED BY POLICE SCOTLAND

(Part 1 to be completed by the Missing Person Co-ordinator upon advice of Police Officer that Safe and Well Check has been carried out and Return Discussion offered and accepted)



<b>Name</b>	
<b>Date of Birth</b>	
<b>Home Address</b>	
<b>Missing From (if different)</b>	
<b>Risk Level (High/ Medium/ Low)</b>	
<b>Missing Person Category (Adult/ Child/ Care Experienced Child/ Cared for Adult/ Wanted/Absconder)</b>	
<b>Gender</b>	
<b>Date/ Time Recorded as Missing</b>	
<b>Date/ Time Traced</b>	
<b>Circumstances of Missing Episode (including where traced)</b>	
<b>Safe &amp; Well Check Details:</b> <b>Date/ Time Completed</b> <b>Completed by (Name/ Role/ Agency)</b>	
<b>Return Discussion Offered Details:</b> <b>Date/ Time Offered</b> <b>Offered by (Name/ Role/ Agency)</b>	
<b>Who would the person like to facilitate their Return Discussion?</b>	
<b>Name</b>	
<b>Role</b>	
<b>Agency</b>	
<b>Contact Details</b>	
<b>Email Address</b>	
<b>Once Part 1 is completed, Police Scotland's Missing Person Co-ordinator (<a href="mailto:dumfriesgallowaymissingpersons@scotland.police.uk">dumfriesgallowaymissingpersons@scotland.police.uk</a>) will email this form to the nominated Return Discussion Facilitator.</b>	
<b>Email Address Form sent to</b>	
<b>Date / Time</b>	

**PART 2: TO BE COMPLETED BY RETURN DISCUSSION FACILITATOR**

Please note that the Return Discussion should be facilitated where possible within 72 hours of the missing person being traced, and in no more than one week, as outlined in the National Missing Person's Framework.

<b>Return Discussion Facilitator's Name</b>	
<b>Role</b>	
<b>Agency</b>	
<b>Contact Details</b>	
<b>Email Address</b>	
<b>Any Other Person Present</b>	
<b>Date/ Time Return Discussion Held</b>	

**\*\*IT SHOULD BE EXPLAINED TO THE PERSON THAT IN ACCORDANCE WITH SAFEGUARDING PROCEDURES THE INFORMATION FROM THE RETURN DISCUSSION WILL BE SHARED WITH RELEVANT PARTNER AGENCIES & STORED IN ELECTRONIC RECORDS\*\***

The information provided below could help inform a multi-agency response if the person goes missing again. The discussion should be carried out sensitively and at a time when the person is happy to talk through their missing experience. The following questions are provided as prompts for practitioners when facilitating return discussions; communication and interpersonal skills in the delivery of the questions are essential.

- Tell me what was happening for you in the lead up to you going missing? Can you tell me more about that?
- Explain how were you feeling before you went missing? Can you tell me more about that?
- Where did you go? What did you do?
- Were you with anyone? Who did you contact or speak to?
- What were your plans when you left? Can you explain anything in particular you wanted to do when you were away? Did you do it?
- Can you tell me how you were feeling when you were away?
- Was there anything you feel could have been done to prevent you from going away? What can I do to help?
- Did any harm come to you while you were away?
- Is there anything else you would like to talk about?

## Dumfries and Galloway Multi-Agency Missing Person Protocol

**N.B If Child / Adult Protection concerns are identified during the return discussion, it is the responsibility of the practitioner facilitating the return discussion to respond immediately in accordance with Dumfries & Galloway's Child Protection or Adult Support & Protection procedures.**

**ACTIONS TAKEN IN RESPONSE TO RETURN DISCUSSION**

For example, referrals to other support services, signposting to support services including Missing People Helpline, etc.

1.
2.
3.
4.
5.
6.
7.

**Once Part 2 is completed, the form should be emailed to Police Scotland FAO Missing Person's Co-ordinator.**

**([dumfriesgallowaymissingpersons@scotland.police.uk](mailto:dumfriesgallowaymissingpersons@scotland.police.uk))**

**PART 3: TO BE COMPLETED BY POLICE SCOTLAND MISSING PERSON CO-ORDINATOR**

<b>Completed Proforma Returned from Return Discussion Facilitator</b>	Yes/ No
<b>Date/ Time Returned</b>	
<b>Was Return Discussion facilitated within timescales? If not, outline reason for delay if known.</b>	Yes/ No
<b>Details Recorded on Vulnerable Person's Database</b>	Yes/ No
<b>Date/ Time</b>	
<b>Recorded on NMPA</b>	Yes/ No
<b>Date/ Time</b>	