

# PHILOMENA PROTOCOL

Found & Safe

**DO YOU CARE FOR A YOUNG PERSON AND  
WORRY THAT THEY MAY GO MISSING.**

**Nothing is more worrying or  
distressing than when a young  
person goes missing and does not  
return home when expected.**

The Philomena Protocol is a Northumbria Police initiative to help locate and safely return a young person as quickly as possible when they are missing. The basis of the scheme is for vital information about the young person to be recorded on a form which can be used to locate them safely and quickly.

The form should then be stored safely -either in electronic format on a computer, or a printed version. It may need to be located quickly, at any time of day or night, by the person who needs the information to begin the initial searches. When the form is complete, it will contain confidential information about a person so it should be stored securely.

Any partner agency required to complete the form will become the owner of the data and must store it appropriately. The form can be obtained from [missingpersonmailbox@northumbria.pnn.police.uk](mailto:missingpersonmailbox@northumbria.pnn.police.uk)

The police will only ask for a copy of the form, or the information in the form, if the person is reported missing.



The Philomena Protocol is here to help locate the young person and return them to safety. Working in partnership it assists carers and police to find young people when they go missing. **For more information contact:** [missingpersonmailbox@northumbria.pnn.police.uk](mailto:missingpersonmailbox@northumbria.pnn.police.uk)



## The Philomena Protocol: Working in Partnership to locate and return the young person quickly and safely.

### **When should I complete the form?**

As soon as possible.

### **What should I do with the form when it is complete?**

Please keep it in a safe location where you can find it quickly. The police will only ask for a copy of it if the person it refers to has been reported missing.

### **What should I do if the young person goes missing?**

You should make enquiries straight away to try and locate them. If you cannot locate them then you should call 101 and ask for the police - have your Philomena Protocol Forms to hand. In an emergency you should dial 999.

### **I don't understand some of the terms on the form what should I do?**

Don't worry, just complete as much as you can.

### **What will the police do with the information?**

We will use the information along with the carer to help find the young person.

### **What should I do to help the police locate the young person?**

You should make enquiries yourself prior to police attending and also while the young person is missing. You should work in partnership with the police to trace the young person as quickly as possible.

### **How will I know where to look for the young person?**

As the carer you should have completed a list of known locations and associates where the young person may go as well as contact details. This should be completed on the additional Philomena form and securely kept.

### **How will the police know how I am going to help them to locate the young person quickly?**

You should discuss with the officer what enquiries you are going to do, how often you will contact people and how you will update the police that you have done this.

### **How will the police record the enquiries I have completed?**

The Police will record this on the missing person's report along with who has completed the enquiry and the time that it was completed.