# HERBERT PROTOCOL
**FLOWCHART**

Care Home joins the Herbert Protocol Scheme

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Adapt document set HP1 to HP4 inclusive for the Care Home

→ HP1 – Information Sheet outlining key points

→ Should be read and understood by appropriate staff

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HP2 – Protocol agreement between Gwent Police and the Care Home

→ Tailor as appropriate and sign when completed

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HP3 – Details of Care Home and surrounding area

→ Complete all sections

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HP4 – Missing Person Incident form separated into two parts

→ Part 1 contains general personal details

→ Complete in advance for any person considered to be at risk of going missing

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Part 2 contains current information Eg clothes worn etc

→ Complete if the person actually goes missing

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Follow steps as outlined in HP1 and HP2