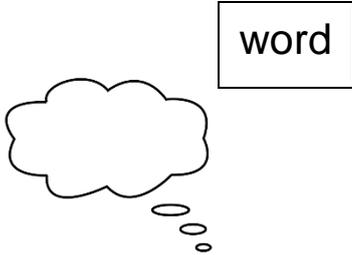




## Guidance Notes on completing the Keep Safe Form

If a question has a \* next to it it means we need you to fill this part in and you cannot leave it blank

If you are unable to complete the form yourself please ask someone to help you

 A woman with short dark hair is smiling and holding a white sign that reads 'Susan. P. Jones'.	<p><b>My Name is</b></p> <p>Please tell us your full name, including any middle names if you have them</p>
 A young boy with glasses is holding a white sign that reads 'Name'.	<p><b>I like to be called</b></p> <p>Please let us know you have a name you like to be called. This might be a shorter version of your name or a nickname</p>
 A thought bubble is shown next to a rectangular box containing the word 'word'.	<p><b>My Keyword</b></p> <p>Please tell us a word you can remember if we need to contact you. This is so we know we are talking to the right person about your personal information. If you use any capital letters you will need to use them each time you type it in to a computer</p>
 A round chocolate cake with white frosting and lit candles. The word 'BIRTHDAY' is written on the cake in pink letters.	<p><b>My Date of Birth</b></p> <p>Please tell us the date you were born</p>



### **My Home Address**

Write down the address where you live:

- House Number and Road name
- The Town that you live in
- The Post Code of the house that you live in



### **My main phone number is**

Write down your telephone number which is the best one to call you on



### **My other phone number is**

Write down another telephone number if you have one



### **My email address is**

Write down your email address if you have one



### **Best way to contact me**

Let us know the best way to contact you if you've told us about all your telephone numbers and email address.



### **Care Provider**

If you receive care or visit a day centre please write down the name of the company giving you the care



## Type of Care

Write down what care you receive, such as

- Sheltered Accommodation
- Residential Accommodation
- Homecare visit
- Day Care Centre

Or any other type of care you receive. If you do not have any care you can select None



## Registered with the Herbert Protocol

Please let us know if you are registered with the Herbert Protocol which is a form that helps the Police to find you if you go missing. This is mainly for people with dementia



## Assistance dog (Guide Dog)

Please let us know if you have an assistance dog, such as a Guide Dog that accompanies you when you are out and about



## Disabled Parking Badge

It may be useful to know if you have a badge in case the parking time runs over due to you needing support



## Do you care for anyone else?

If you are a carer for someone else, it would be helpful for emergency services to know this is you were taken ill. They can then make sure the person you care for is also looked after if you are unable to.



## **My Key Partner**

You need to pick an organisation from the list to be your key partner. Your key partner will look after your information on this form and will send you your Keep Safe card.

You can select Other and type in an organisation you would like to be your partner. We can then ask them if they would like to become a partner in the Keep Safe Scheme. Until they agree the police will look after your information.



## **I communicate by**

Write down how you communicate with people

It maybe that you cannot see or hear very well, or that you speak very quietly or that you may not find it easy to understand what other people are saying.

Tell us what you use to communicate if talking maybe difficult for you.



## **How you can best support me**

Write down the things that are important to you and may be important when you are worried or scared

This might be things that you do or don't like. You might not people in a uniform. Or you might really like to walk around when you are worried. You might need to keep hold of things that comfort you and don't want people to take them away.



## **Important things about my health**

Tick 5 things about your health. Some people might have more but we can only print up to 5 things on the keep safe card, so tick the most important ones. This would be things that it would be important people know about like diabetes or epilepsy or maybe you are allergic to something like nuts. You might be taking some medication that it would be important for people to know about. You can let us know some more information in the box at the end. This might be about how your illness or condition may make you behave.



## **If I need help please call**

You can write down the names and telephone numbers of up to four people we can contact if you need help. This could be a friend, someone in your family, carers or anyone else who you would like us to contact if you need help. If you only have one contact this is OK. You can let us know up to as many as four, but it can be less.



## **Email address for Contact 1**

We've asked for an email address for the first contact on the list. This is so we can email every year to ask whether your details are correct. This can be your email if you can check your own details or someone who can check for you

If you don't have an email address you can put here please talk to your key partner



## Declaration

This says that you are happy for the information you have written on this form will be seen by your key partner and the police, fire and rescue service and the East Midlands Ambulance Service, if they need to help you



## Please sign here

Please write your signature in the box or ask someone to sign the form for you