

**NATIONAL REFERRAL MECHANISM FOR POTENTIAL (ADULT) VICTIMS OF TRAFFICKING
REPORT TO COMPETENT AUTHORITY FOR DECISION**

Section A - Personal Details

Last name: First name(s):

Also known as:

D.O.B:/...../..... Age: Sex: Place of birth:

Nationality: Language:

Any English spoken: Y/N or interpreter needed: Y/N Immigration status:

Other communication aids required (e.g. Sign language): Y/N Details:

Competent Authority referred to: UK Border Agency UK Human Trafficking Centre

Home Office ref: Work Permit ref:

Any other reference numbers:

UK Home address/Contact Details:

.....

Contact details of person making referral (First Responder)

Name:

Job title:

Organisation:

Tel: Mobile:

Email:

Signature and date of referral:

Details of encounter

Date:/...../..... Address (if different from above):

.....

With access to interpreter (if applicable): Y/N

With access to legal advice: Y/N Details:

Consent of individual

I consent to my details including name and date of birth being submitted to the Competent Authority to assist in the identification process.

Signed:

RESTRICTED (when completed)

Section B - General indicators

Please tick all relevant boxes

1. Distrustful of authorities
2. Expression of fear or anxiety
3. Signs of psychological trauma (including Post Traumatic Stress Disorder)
4. The person acts as if instructed by another
5. Injuries apparently a result of assault or controlling measures
6. Evidence of control over movement, either as an individual or as a group
7. Found in or connected to a type of location likely to be used for exploitation
8. Restriction of movement and confinement to the workplace or to a limited area
9. Passport or documents held by someone else
10. Lack of access medical care
11. Limited social contact
12. Limited contact with family
13. Perception of being bonded by debt
14. Money is deducted from salary for food
15. Threat of being handed over to authorities
16. Threats against the individual or their family members
17. Being placed in a dependency situation
18. No or limited access to bathroom/hygiene facilities
19. Any other, please provide details in Section F

Where indicators are identified record full details in Section F

Section C - Indicators of forced labour

Are any of these indicators present? (Tick as applicable)

Yes please tick all relevant boxes in Section C

No continue to Section D

1. Employer or manager unable to produce documents required when employing migrant labour
2. Employer or manager unable to provide record of wages paid to workers
3. Poor or non existent health and safety equipment or no health and safety notices
4. Any other evidence of labour laws being breached
5. No or limited access to earnings or labour contract
6. Excessive wage reduction
7. Dependence on employer for a number of services i.e. work, transport, accommodation
8. Any evidence workers are required to pay for tools, food or accommodation via deductions from their pay
9. Imposed place of accommodation
10. Any other, please provide details in Section F

Where indicators are identified record full details in Section F

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Section D - Indicators of domestic servitude

Are any of these indicators present? (Tick as applicable)

Yes please tick all relevant boxes in Section D

No continue to Section E

1. Living with and working for a family in a private home
2. Not eating with the rest of the family
3. No proper sleeping place or sleeping in shared space e.g. living room
4. No private space
5. Forced to work in excess of normal working hours or being "on-call" 24 hours per day
6. Employer reports them as a missing person
7. Employer accuses person of theft, kidnapping or other crime related to his/her escape
8. Never leaving the house without employer
9. Any other, please provide details in Section F

Where indicators are identified record full details in Section F

Section E - Indicators of sexual exploitation

Are any of these indicators present? (Tick as applicable)

Yes please tick all relevant boxes in Section E

No continue to Section F

1. Advertises for brothels etc offering women from particular ethnic/national groups
2. Sleeping on work premises
3. Movement of women between brothels or working in alternate locations
4. Women with very limited amounts of clothing and/or a large proportion of the clothing is 'sexual'
5. Only being able to speak sexual words in local language or language of client group
6. Person forced, intimidated or coerced into providing services of a sexual nature
7. Person subjected to crimes such as abduction, assault or rape
8. Does someone other than the victim receive the money from the client
9. Health symptoms (including sexual health issues)
10. Signs of ritual abuse and witch craft
11. Substance misuse
12. Any other, please provide details in Section F

Where indicators are identified record full details in Section F

Section F - Evidence to support reasons for referral (2 pages available)

Please use this section to:

- Expand on the circumstances/details of the encounter or contact, providing background to how the information was provided (e.g. On first encounter during police operation)
- Provide evidence of the indicators that you have identified in Sections B to E
- Note whether it is likely that further information will be required
- Provide any other relevant information that you consider may be important and wish to include e.g. living/working conditions, behaviour, appearance, demeanour etc
- Movements in or to the UK, including dates (if known)
- Name of agent, exploiter or trafficker (if known) and
- Any action you have taken including referral to other agencies e.g. POPPY, local authorities, children's services etc where appropriate

(If a separate sheet is required, please indicate that section F is continued and provide with referral)

Continued on next page

RESTRICTED (when completed)

Section	Indicator

RESTRICTED (when completed)

Section	Indicator

RESTRICTED (when completed)

POTENTIAL VICTIMS OF TRAFFICKING FORM GUIDANCE NOTES

This form should only be completed for adults where trafficking is suspected or claimed. It is for use by all agencies to record their encounters with potential victims of trafficking (PVoT). It is not to be used as an interview record but as a means for a First Responder (FR) to provide as much information as possible to the Competent Authority (CA) to enable a decision to be reached on whether the subject has reasonable grounds for being treated as a victim of trafficking. Although this is not an interview record this does not prevent an approach being made to obtain further details where appropriate. The tick box Sections (B - E) have been designed to save the FR time in completing the form by providing recognised indicators which can be marked quickly and expanded upon in Section F.

If a PVoT is to be treated as a child, the FR must use the Local Authority (LA) referral form highlighting that the child is a PVoT and submit a copy to the CA for consideration.

Section A

Complete as many of these details as possible, as more information will help the CA with their investigations, obviously the level of detail will depend on the environment in which a PVoT is encountered.

Any other reference numbers: Include any other reference numbers that are thought to be relevant here, for example: National Insurance Number, Local Authority Reference Numbers, Police Reference Numbers, your organisation's reference number. This will help where the Competent Authority needs to make further enquiries regarding the PVoT.

UK Home address/Contact details: The home address may differ from the address at which the PVoT is encountered. If provided, also include any contact numbers (landline or mobile) for them.

Contact details of person making referral: The FR should provide their work-related details here so that results of their referral can be fed back.

Details of encounter: State whether an interpreter was present during the encounter with the PVoT also note if any legal advice was provided and by whom.

Consent of individual: The PVoT **must** give their consent to this form being submitted to the CA, if they do not sign here then the form should not be referred to the CA for consideration.

Section B

To assist the FR in making a primary assessment of whether the individual they encountered is or may be a PVoT, there are 18 general indicators. These indicators are not a definitive list and there are many other indicators that may raise concerns, therefore the option to highlight "other" indicators has been included. These indicators will work in combination with those in Sections C, D and E to provide a fuller picture of the person's circumstances. It is not the case that by selecting a set number of indicators this will equate to a person being a victim; it could be just one or a combination of factors that demonstrates that the person may be a victim, each case should be considered on its own merits. Tick all relevant boxes and provide supporting evidence in Section F. After completing this section, proceed to Section C.

Sections C, D & E

To assist the FR in assessing the individual they have encountered, there are indicators of forced labour, domestic servitude and sexual exploitation; these will work in conjunction with the indicators already highlighted in section B. In each section tick any relevant boxes and provide supporting evidence in Section F.

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You may also wish to consider whether the individual:

- Mentions that s/he was deceived by an agent/trafficker, i.e. false promises given such as well paid work, marriage or access to the education system
- Mentions that s/he was recruited through agents, family sold her/him etc

Tick all relevant boxes and provide supporting evidence in Section F.

Section F

The FR should begin by providing full details of the encounter, particularly when the trafficking issue was identified e.g. during a police operation, a formal interview, during a risk assessment, from a reported crime etc. This section also allows the FR to expand upon any indicators that have been highlighted in Sections B - E along with the particular circumstances that the PVoT was encountered, such as their appearance, demeanour or the condition of their surrounding environment. Where a tick box has been checked in Sections B - E, the comment in Section F should show which section and indicator it relates to. If the person has claimed to have been trafficked rather than identified by the FR, the FR should note this in Section F and whether the evidence of the indicators is being provided solely by the referred person or a person acting on their behalf or from independent sources. Note that if any other documentation has been completed separately which the FR believes to have relevance to the trafficking issue, the FR should make sure it is attached as this may assist the CA in reaching a decision.

RESTRICTED (when completed)