

**National Referral Mechanism for potential (child) victims of trafficking****Section A: child's details**

Last name: ..... First name(s): .....

Also known as: ..... Sex: .....

Date of birth: ...../...../..... known / claimed (delete as appropriate)

Age (approximate if not known): ..... known / claimed (delete as appropriate)

Place of birth: .....

Nationality: ..... Immigration status: .....

Language(s) spoken: .....

Any English spoken / interpreter needed (delete as appropriate)

Home Office reference: ..... UK visa or work permit reference: .....

Any other reference numbers: .....

UK Home address: .....

UK Port of entry ..... known / claimed (delete as appropriate)

Method of entry to UK ..... Carrier: .....

**Section B: contact details of person making referral (first responder)**

Name: .....

Job title: .....

Organisation: .....

Unit or area: .....

Tel: ..... Fax: .....

Mobile: ..... Email: .....

Signature..... Date: ...../...../.....

**Details of encounter**

Date encountered (if relevant) or date of first agency contact: .....

Address encountered or place of first contact with your agency (if different from above): .....

Date of referral to local authority (or HSC trust in Northern Ireland): ...../...../.....

Local authority area (or HSC trust area in Northern Ireland).....

Local authority contact details (or HSC trust contact details in Northern Ireland): .....

**Section C: potential indicators of children who may have been trafficked**

**Child development**

**Parenting capacity**

**Family / environment**

Exploitation	Y	S
1. Claims to have been exploited through sexual exploitation, criminality, labour exploitation or domestic servitude by another person		
2. Physical symptoms of exploitative abuse (For example sexual or physical)		
3. Underage marriage		
4. Physical indications of working (For example overly tired in school, indications of manual labour – condition of hands/skin, backaches)		
5. Sexually transmitted infection or unwanted pregnancy		
6. Story very similar to those given by others, perhaps hinting they have		
7. been coached		
8. Significantly older partner		
9. Harbours excessive fears / anxieties (for instance about an individual, of deportation, disclosing information)		
<b>Movement into, within or out of the UK</b>	Y	S
10. Returning after missing, looking well cared for despite no known base		
11. Claims to have been in the UK for years but hasn't learnt local language or culture		
<b>Other risk factors</b>	Y	S
12. Withdrawn and refuses to talk / appears afraid to talk to a person in authority		
13. Shows signs of physical neglect – basic care, malnourishment, lack of attention to health needs		
14. Shows signs of emotional neglect		
15. Socially isolated – lack of positive, meaningful relationships in child's life		
16. Behavioural - poor concentration or memory, irritable / unsociable / aggressive behaviour		
17. Psychological – indications of trauma or numbing		
18. Exhibits self assurance, maturity and self confidence not expected in a child of such age		
19. Evidence of drug, alcohol or substance misuse		
20. Low self image, low self esteem, self harming behaviour including cutting, overdosing, eating disorder, promiscuity		
21. Sexually active		
22. Not registered with or attended a GP practice		
23. Not enrolled in school		
24. Has money, expensive clothes, mobile phones or other possessions without plausible explanation		

Exploitation	Y	S
25. Required to earn a minimum amount of money every day		
26. Involved in criminality highlighting involvement of adults (for example recovered from cannabis farm / factory, street crime, petty theft, pick pocketing, begging)		
27. Performs excessive housework chores and rarely leaves the residence		
28. Reports from reliable sources suggest likelihood of sexual exploitation, including being seen in places known to be used for sexual exploitation		
29. Unusual hours / regular patterns of child leaving or returning to placement which indicates probable working		
30. Accompanied by an adult who may not be the legal guardian and insists on remaining with the child at all times		
31. Limited freedom of movement		
<b>Movement into, within or out of the UK</b>	Y	S
32. Gone missing from local authority care		
33. Unable to confirm name or address of person meeting them on arrival		
34. Accompanying adult previously made multiple visa applications for other children / acted as the guarantor for other children's visa applications		
35. Accompanying adult known to have acted as guarantor on visa applications for other visitors who have not returned to their countries of origin on visa expiry		
36. History with missing links or unexplained moves		
37. Pattern of street homelessness		
<b>Other risk factors</b>	Y	S
38. Unregistered private fostering arrangement		
39. Cared for by adult/s who are not their parents and quality of relationship is not good		
40. Placement breakdown		
41. Persistently missing, staying out overnight or returning late with no plausible explanation		
42. Truancy / disengagement with education		
43. Appropriate adult is not an immediate family member (parent / sibling)		
44. Appropriate adult cannot provide photographic identification for the child		

Exploitation	Y	S
45. Located / recovered from a place of exploitation (for example brothel, cannabis farm, involved in criminality)		
46. Deprived of earnings by another person		
47. Claims to be in debt bondage or "owes" money to other persons (for example for travel costs, before having control over own earnings)		
48. Receives unexplained / unidentified phone calls whilst in placement / temporary accommodation		
49. No passport or other means of identity		
50. Unable or reluctant to give accommodation or other personal details		
51. False documentation or genuine documentation that has been altered or fraudulently obtained; or the child claims that their details (name, date of birth) on the documentation are incorrect		
<b>Movement into, within or out of the UK</b>	Y	S
52. Entered country illegally		
53. Journey or visa arranged by someone other than themselves or their family		
54. Registered at multiple addresses		
<b>Other risk factors</b>	Y	S
1. Possible inappropriate use of the internet and forming online relationships, particularly with adults		
2. Accounts of social activities with no plausible explanation of the source of necessary funding		
3. Entering or leaving vehicles driven by unknown adults		
4. Adults loitering outside the child's usual place of residence		
5. Leaving home / care setting in clothing unusual for the individual child (for example inappropriate for age, borrowing clothing from older people)		
6. Works in various locations		
7. One among a number of unrelated children found at one address		
8. Having keys to premises other than those known about		
9. Going missing and being found in areas where own links		

**Section D: evidence to support reasons for referral (2 pages available)**

Please use this section to:

1. expand on the circumstances and details of the encounter or contact
2. provide supporting evidence for the indicators that you have identified in the matrix (please number the indicator you are referring to)
3. provide any other relevant information that you consider may be important and wish to include for example details of behaviour, abuse and neglect
4. provide details of movements into, within or out of the UK, including dates (if known)
5. provide name of any adults, exploiters or traffickers (if known)
6. provide suspected place of exploitation (if known)
7. detail any action you have taken including referral to other agencies such as police, local authorities, support providers
8. provide any further method of entry details not listed above where the subject is a foreign national
9. criterion upon which it is decided to classify the individual as a child

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

**Section D: evidence to support reasons for referral (continued) if required**

## National Referral Mechanism for potential (child) victims of trafficking guidance notes

Where there are safeguarding concerns for someone who is under the age of 18 years, frontline staff who are not from children's services should ensure they firstly refer the child to their local authority children's services (HSC trust in Northern Ireland). Children's services are the primary service provider for safeguarding and responding to the needs of a child trafficking victim, regardless of their nationality or immigration status.

Members of staff from designated frontline organisations (known as first responders) who suspect someone is a victim of trafficking should also complete this form. It is for use by all such agencies (including local authority children's services/ HSC trust in Northern Ireland) to record and formally notify the UK counter trafficking authorities of their encounters with potential child victims of trafficking. The tick box matrix in section C has been designed to save the first responder time in completing the form by providing recognised child trafficking indicators which can be marked quickly and expanded upon in section D.

If the individual is being treated as an adult, the first responder must use the adult referral form.

### Section A

Provide as much detail as possible, as more information will help the competent authorities with their investigations.

**Any other reference numbers:** Include any other reference numbers that are thought to be relevant here, for example: national insurance number, local authority/ HSC reference numbers, police reference numbers, your organisation's reference number. This will help the competent authority make further enquiries.

**Port of entry:** Provide as much detail as possible as this will help us to understand how child victims are being brought to the UK. Remember to indicate whether this can be substantiated (for instance where the child was encountered at a port) or if this is based on the child's statement.

**Method of entry:** Methods of entry may include clandestine (concealed within a commercial or private vehicle), overtly supported by false, forged or counterfeit identity and travel documents, or legally, for example on a genuine passport and visa or as a result of European Economic Area (EEA) nationality status.

**Carrier:** Where known please indicate the name of the commercial carrier the child was travelling on (the airline, rail operator or ferry company) or the mode of transport used to enter the UK (air, rail, ferry, car, lorry).

N.B port of entry, method of entry and carrier may not be applicable if the child is a potential victim of internal trafficking.

## Section B

**Contact details of person making referral:** The first responder should provide their work related details here so competent authorities can discuss the case and feed back results of the referral.

## Section C

To assist the first responder in making a primary assessment of whether the individual they encountered is or may be a potential victim of trafficking, there are a number of common indicators listed. These indicators are not a definitive list and there are many other indicators that may raise concerns. Staff should mark whether the indicator is known to the first responder (“Y” for yes) or suspected (“S”). It is not the case that by selecting a set number of indicators this will equate to a child being a victim; it could be just one or a combination of factors that demonstrates that the child may be a victim, each case should be considered on its own merits. Tick all relevant boxes and provide supporting evidence in Section D.

## Section D

The first responder should begin by providing full details of the encounter, particularly when the trafficking issue was identified for example during a police operation, a formal interview, a risk assessment, enforcement raid or asylum interview. This section also allows the first responder to expand upon any indicators that have been highlighted in section C along with the particular circumstances that the child was encountered, such as their appearance, demeanour or the condition of their surrounding environment. Where a tick box has been checked in section C, the comment in section D should note which indicator it relates to. Section D should also be used to confirm if the first responder has personally identified the indicators recorded or if they were passed to the first responder by another source (if the latter please confirm the source). Note that if any other documentation has been completed separately which the first responder believes to have relevance to the trafficking issue, the first responder should make sure it is attached as this may assist the competent authority with their investigations

## Where to send this form

Completed forms should be sent to the UK Human Trafficking Centre (UKHTC) via email at [UKHTC@soca.x.gsi.gov.uk](mailto:UKHTC@soca.x.gsi.gov.uk) or by fax to 0870 496 5534. A copy should also be sent to local authority children’s services.