



Reporting Form for Professionals & NGOs: Human Trafficking and Modern Slavery

WHEN TO USE THIS FORM: Use this form to refer non-urgent potential and identified adults of modern slavery and human trafficking if 1) you are a **NOT** a FIRST RESPONDER under the Modern Slavery Act 2015 or 2) if the adult in question **does not consent** to the NRM and does **not have** care and support needs.

If you are a FIRST RESPONDER, you must instead fill in the National Referral Mechanism form. For further information, including who to send this form to, please refer to the adult and child victim referral pathways.

If there is an **IMMEDIATE** danger to life, risk of injury or crime being committed please dial 999.

If there is **NO IMMEDIATE** risk to life or property but a police response is required as soon as practicable due to the seriousness of the incident and/or potential loss of evidence, or if your referral relates to concerns around a particular location or person and is not urgent but does require a response as soon as practical, please dial 101. For immediate advice and/or translation support, call the 24h national modern slavery helpline on 08000 121 700.

Please ensure that the adult has given informed consent for you to share the information provided on this form. If they would prefer not to be identified or do not consent to their details being shared, then leave the 'Potential Victim Details' section blank and take any other details that they consent to being shared.

For information on which organisations to send this form to, please refer to the HMSP adult and child victim referral pathways.

To give informed consent, the person concerned must be given all the information in terms of:

- Why an organisation or individual is concerned about them
- An explanation of support available to them
- An understanding of what accepting this support would mean.

Please Note: This should include exploring the benefits and risks as well as the likelihood of both of these. There should be a discussion as to any practical alternatives so that individuals are able to make an informed choice.

First Responder Agencies:

National Crime Agency, Police forces, UK Border Force, Home Office Visas and Immigration, Home Office Immigration Enforcement, Gangmasters and Labour Abuse Authority, Local Authorities, The Salvation Army, Migrant Help, Medaille Trust, Kalayaan, Barnardo's, Unseen, NSPCC (CTAC) & Refugee Council. BAWSO & New Pathways (Wales only).

For more information on human trafficking/modern slavery and additional resources, please consult the Hertfordshire Modern Slavery Partnership website: www.stopexploitationherts.org.uk/professionals/professionals.aspx.

Part 1: Referrer's Details

Name	
Agency	
Address	
Telephone	
E-mail (If not secure, please seek guidance from your safeguarding lead)	
Date Completed	

Part 2: Potential Victim Details

Family Name				
Forenames				
Alternative Names (include nicknames)				
Date of Birth				
Address (Work or Home)				
Telephone (safe contact numbers <u>only</u> and include parents name(s) with contact number if referring under 18s)				
Parent / Guardian if under 18 (please provide address, if different from above, and include date of birth)				
Ethnicity and Nationality				
Languages Spoken				
Health Worker				
Disability - if applicable				
Suspect Care and Support Needs	<table border="1"> <tr> <td>YES</td> <td>NO</td> <td></td> </tr> </table>	YES	NO	
YES	NO			

Children Only

Are Parent (s) / Guardian aware of the report	YES	NO	UNKNOWN
Do Parent (s) / Guardian Consent to the Referral	YES	NO	UNKNOWN
Is the Child Looked After	YES	NO	UNKNOWN
Siblings (please provide address if different from above and include date of birth)			

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Part 3: Suspect Details (please provide additional persons below)

Family Name	
Forenames	
Alternative Names (include nicknames)	
Date of Birth	
Address (work or home)	
Telephone	
Ethnicity	
Relationship to potential victim and Nature of Involvement (if applicable)	
Disability - if applicable	

Part 4: Other Persons Involved (please provide additional persons below)

Family Name	
Forenames	
Alternative Names (include nicknames)	
Date of Birth	
Address (work or home)	
Telephone	
Ethnicity	
Relationship to Person and Nature of Involvement	

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Part 5: Tick Boxes

The potential victim answered YES to the following circumstances.
Please tick the boxes as appropriate:

- In danger
- Safe to talk
- Help needed
- Translator or an advocate needed
-
- Forced to work for little or no wages
- Working and paid less than £7 an hour
- Working more than 48 hours a week
- Forced to perform sexual acts in a work or personal capacity
- Living in extremely dirty or impoverished living conditions
- Being controlled by others (This can sometimes be a relative, friend, or partner.)
- Identity documents or any other valuable possessions have been taken away
- Consequences for them or their family if I helped
- Worried that someone may hurt them or their family
- In debt to someone/owe someone money
- Someone is taking their money
- They have a different problem

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Part 6: Details of Case/Incident/Intelligence

Evidence to support reasons for referral

Please use this section to:

- Expand on the circumstances or details of your encounter or contact with the potential victim, providing background to how the information was provided (for example on first encounter during police operation). *Please set out in as much detail as possible exactly what you think has happened to this person that makes them a potential victim of modern slavery, and why you think the story is credible – for example external supporting evidence, or the behaviour and appearance of an individual.*
- Provide evidence of the indicators that you have identified.
- Note whether it is likely that further information will become available at a later date.
- Provide any other relevant information that you consider may be important and wish to include, for example living or working conditions, behaviour, appearance, demeanour.
- Movements in or to the UK, including dates (if known).
- Suspected place of exploitation (if known).
- Address where incident took place (if known).
- Name of agent, exploiter or trafficker (if known).
- Name of other victims (if known).
- Record any actions you have taken including referral to other agencies (for example The Salvation Army, police, UK Visas and Immigration) where appropriate.
- Note any immediate concerns regarding the potential victim's health, psychological well-being or safety.

Specific boxes overleaf for certain information and further space on the last page if needed.

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Other Relevant Information

(for example nicknames, descriptions, vehicle details, activities, known history)

Description of Victim(s)**Description of Suspect(s)****Action(s) taken to address risk**

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Part 7: Details of Other Agencies Involvement Or Who Are Aware of Referral (Please include named professionals)

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Part 8: Referral Form for Hertfordshire Beacon

Even though potential/identified victims of human trafficking and modern slavery are automatically eligible for the Beacon Care Service, they must still consent to support from the service.

Suggested communication:

I understand that you do not want to consent to the NRM, but I would also like to make you aware of Hertfordshire's local support service, Beacon. Independent to the NRM and the UK Government, they can provide emotional and practical support around the impact and effects of exploitation to you in Hertfordshire. As an independent charity, anything that you tell them will remain confidential, which means that they will not share your personal details with any organisation without your explicit consent, unless they identify that you are at risk of harming yourself or someone else.

No Consent to Beacon:

If you require support around the effects of exploitation in the future, I can give you the details for the Hertfordshire Beacon website. This site provides helpful information on dealing with the effects of exploitation and understanding the criminal justice process. It also has details of local agencies that may be able to offer you some emotional and practical support. If you decide that you would like to speak to the service directly, you can call the service on 03000 11 55 55 (option 3). Their contact number is also on their website: www.hertfordshirebeacon.org.

Alternatively, you can call the 24h national Helpline on 08000 121 700, which is also confidential and independent. It provides access to immediate advice and support, along with translation services for over 200 languages.

<p>Any extra notes to add about reason for referral (e.g. victim very fearful, victim wants support around personal safety, home security etc.)</p>	
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(Additional information to be added overleaf)

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Client Information (If Known)	
Crime Number	41/
Crime Type	
MO	

Additional Space For Information (continued from Part 6)

Empty space for providing additional information.

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