

RESTRICTED WHEN COMPLETED

POTENTIAL CHILD VICTIMS OF TRAFFICKING GUIDANCE NOTES ON COMPLETION OF REPORT FORM TO THE COMPETENT AUTHORITY FOR DECISION

This form should only be completed where the trafficking of a child is suspected or claimed. It is for use by local authority social workers or exceptionally other lead professionals working within the LSCB or their equivalent in Scotland or Northern Ireland, to record their contact with potential child victims of trafficking. It is the 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 child has reasonable grounds for being treated as a victim of trafficking. The Competent Authority for the whole of the United Kingdom is the United Kingdom Human Trafficking Centre (UKHTC). The tick box matrix of indicators at section C has been developed from those within "Working Together to Safeguard Children Who May Have Been Trafficked" (DfES/ Home Office December 07). Section D should be completed providing a summary of your reasons for ticking the relevant indicators. Most importantly, where concerns are raised that a child may be a victim of trafficking the first and foremost priority must be to ensure that they are protected from further harm by initiating local child protection or safeguarding procedures.

Section A – Personal details

Complete as many of these details as possible, as more information will help the CA with their investigations. Where there is any doubt that the subject may be 18 or over, if necessary, local age dispute/assessment procedures should be followed. Article 10 (3) of the European Convention states that "when the age of the child is uncertain and there are reasons to believe that the victim is a child, he or she shall be presumed to be a child and given special protection measures pending verification of his/her age."

Any other reference numbers: Include any other reference numbers that are thought to be relevant here, for example: Immigration case numbers local authority reference numbers, police reference numbers. This will help where the CA needs to make further enquiries regarding the child. Where relevant and registered please include the child's unique National Register of Unaccompanied Children (NRUC) reference number.

UK Home address/Contact details: The home address may differ from the address at which first contact was made with the potential child victim. If provided, also include any contact numbers (landline or mobile) for them.

Section B - 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.

Section C – the matrix of indicators

To assist the FR and CA in assessing whether the child is a potential victim of trafficking, this section provides an evidence based matrix of child trafficking indicators. It contains two tick box columns: where the indicator is definitely present or confirmed (Y) or where it is suspected but cannot be confirmed (S). Tick all relevant indicators and provide supporting evidence in Section D. Social workers or (exceptionally) other professionals who may have employed the "child trafficking assessment toolkit" being piloted during 2009/10 by the London Safeguarding Children Board will find that this referral form replicates the matrix used by the toolkit and therefore may be attached to this form for onward transmission to the CA.

Section D - Evidence to support reasons for referral

This section allows the FR to expand upon any indicators that have been highlighted in the matrix at Section C. Where a box has been ticked in Section C, the evidence provided in Section D should expand as far as possible (bearing in mind that the CA will not require highly sensitive personal information such as details of sexual activity or disease) on each indicator. If the child has claimed to have been trafficked rather than been identified by the FR, the FR should note this in Section D.

On completion of the report form and its matrix, please send to the following SECURE e-mail box:

nrm@ukhtc.pnn.police.uk

Telephone number: 0114 2197373

Postal address: UKHTC, PO Box 4107, Sheffield S1 9DQ