

Step 1 **A professional identifies or is made aware of potential victim(s) of human trafficking and/or slavery (PV)**

Step 2 **Crisis risk assessment-** In emergency cases where immediate threat to potential victim (PV) or related individuals or emergency medical treatment is needed or PV is still in the place of exploitation please call police on 999. For queries, ring the **Modern Slavery Helpline (0800 012 1700)** or **the NCA (0844 778 2406)**. A telephone should be made available to contact your Council's translation services provider to assist in communication with the potential victim if they are not from the UK. E.g. **Language line's contact number is 0845 310 9900.**

Step 3 Contact your Modern Slavery Special Point of Contact (SPoC) or Adult safeguarding lead as soon as possible. Once responsibility for the potential victim is handed over, put concerns in writing to ensure audit trail. **END OF PROCESS FOR INITIAL REFERRER.**

Step 4 – 5 Carry out an initial needs and risk assessment strategy meeting within 24hrs
Urgent Assessment (within three hours): Three key immediate questions: Are they still being or likely to be targeted by their trafficker? Are they housed? Do they have income, food & warm clothes? If at immediate risk then consider moving to the next NRM stage (Step 6).
Non-urgent assessment:
 Provide potential victim (PV) information on options & consider steps needed to stabilise the PV's circumstances.
 • For approach and recommended questions on risk see Trafficking Survivor Care Standards.
 • Safeguarding, safe housing, care & support needs. Are they at risk of being re-trafficked? Can they live independently?
 • Consider legal and third sector support, interpreters, welfare entitlements, health checks, accommodation & asylum. If PV is still in the borough, allocate the PV with an ISVA equivalent, social worker or one person from your local authority to act as a consistent advocate for the PV and lead on the below:

Step 6 Explain national referral mechanism (nrm) process to pv. To ensure consent is informed it may be appropriate to seek independent legal advice.

Has PV given informed consent to referral into NRM?

NO

YES

Step 5 Complete & submit duty to notify form ms1 to: dutytonotify@homeoffice.gsi.gov.uk
 Form must be anonymised if PV does not wish for their personal details to be used.
 N.B With support, some PVs will agree to go into the NRM at a later date. See Step 11 then review NRM decision.

Step 11 Carry out assessment of need/risk
 Carry out second needs & risk assessment re housing, benefits, ESOL, training, non-statutory support, legal needs incl. immigration. Safeguard the PV and work to reduce risks and prevent re-exploitation, including provision of safe housing where required.

 If PV doesn't meet threshold criteria for care, support or housing or has NRPF, consider international duties and potential breaches of convention or community rights. Also consider referrals to non-statutory support options.

Step 7 Complete adult nrm form, get pv to sign Email at nrm@nca.x.gsi.gov.uk. If using TSA support, email form also to: mst@salvationarmy.org.uk.

Pre RG housing (See Step 5 of the Process Guide)
 The local authority must adhere to safeguarding and duty of care processes. If PV has NRPF and there is no duty to provide housing/support under other safeguarding/human rights legislation contact the Salvation Army (TSA) for accommodation &/or outreach support (**0300 303 8151**), including Pre-RG housing, subject to assessment if PV is destitute.

Step 8 Multiagency meeting or refer into mainstream group within 35 days i.E. Mash/marac to develop a care plan. If the PV remains in the borough or is likely to return to the borough, develop a plan around safety, housing, mental/physical health, legal advice, immigration options, work options, social/cultural needs.

Step 12 **Step 10i** Reconsideration? Ask for the decision to be reconsidered. If refused, then this can be challenged via judicial review or in some cases via Tribunal on an immigration application.

Bi-monthly check-ups to review the PV's assessment for at least 6 months.

Step 10ii Consider DLR options & see Step 11

Step 9 45 Day recovery And reflection period. If PV is rehoused outside borough, advocate should contact TSA safe house's local authority (LA), and ensure they have all relevant documents. Ask new LA, with the safe house, to develop an exit plan for PV. Original advocate should follow up in 45 days.

