



## Interviewing a potential victim offline: prompt sheet

# Home Office

### Section 1 – Age confirmation

Is the potential victim under 18?

☐ Yes ☐ No ☐ Not sure

If Yes or Not sure is selected complete Section 2 - Local Authority.

If No please continue to Section 3 - Potential Victim's background.

Were they under 18 at any time during the exploitation?

☐ Yes ☐ No ☐ Not sure

### Section 2 – Local authority (for child referrals only)

You must contact the relevant local authority to safeguard the child before you continue.  
You must do this even if they're in detention.

If the child is in an Independent Child Trafficking Guardian (ICTG) area you will also need to refer them to the ICTG service.

Name of local authority

Phone number of local authority contact

Email address of local authority contact

First name of local authority contact (if known)

Last name of local authority contact (if known)

**Section 3 - Potential victim’s background**

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**What is their background?**

Place of birth (town or village)

Family (parents and siblings)

Education and what they did after leaving school

Employment history and working conditions

## Section 4 - Exploitation details

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### Date(s) of exploitation

If they don't know exact start and end dates, ask for a loose time frame (such as a month or year), how old were they, or if it was a recent incident.

### Have they been in more than one exploitative situation?

If yes, please make sure that details from all exploitative situations are captured in the following questions.

#### Date(s) of exploitation

The individual should be encouraged to disclose any other periods of exploitation and the length of time, and any specific dates. This can be any form of exploitation (sexual, labour, domestic servitude) and may be of a different type to the one that initiated the referral.

## Section 4 - Exploitation details: continued

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### How did the exploitation start?

How they came to be exploited

Explore what promises were made, what they were expecting to do, and what pay was promised.

### Were they taken somewhere by their exploiter(s)?

☐ Yes

☐ No

If Yes then enter details below. If No then continue to the next page.

Journey details

Describe how the journey began and what transport was used. Note any routes, places, landmark features, or times.

## Section 4 - Exploitation details: continued

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### How were they treated during their exploitation?

An average day

Detail what they were required to do, how many hours a day they worked and whether any breaks were allowed.

### Their treatment

Detail how they were treated by the person or people who exploited them, details of the accommodation, and whether there was access to necessary facilities, such as bathroom, sleeping arrangements, food.

### Where they stayed

Explain whether they were forcibly detained, whether threats, force or coercion were used against them, whether their documents were removed from them.

## Section 4 - Exploitation details: continued

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### How and why did they leave the situation?

How and why they left?

Ask if it was their decision to leave and if anyone helped them.

### Is this the first chance they have had to report this?

☐ Yes

☐ No

☐ Not sure

If Yes or Not Sure then continue to the next page.  
If No then complete details below.

### Why are they reporting this now?

Reason for reporting

## Section 5 - Professional insight

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### Why are you making the referral?

Include relevant evidence or information, such as:

- your professional insight
- modern slavery indicators
- an intention to exploit the individual
- circumstances which put the individual at a heightened level of vulnerability
- safeguarding issues
- physical and mental health
- support needs
- current support being received

The information you enter is disclosable

### Where and how was the interview carried out?

Details about the interview

Include whether they needed to take breaks (and why), the number of sessions over which the interview took place and whether there were any safeguarding concerns.

## Section 5 - Professional insight: continued

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### Are there other professionals or organisations involved with the case?

This could be a:

- Legal team
- GP
- Support worker
- Mental health worker
- Social worker

**If Yes then enter details below. If No then continue to the next page.**

Other people involved

Include any referrals made, actions already taken, reference numbers, or contact details



## Section 5 - Professional insight: continued

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### **Are there any indicators or evidence that they could be acting dishonestly?**

Do not include examples of them withholding or changing their information if you think they have done this because they:

- Have fears for their safety
- Are trying to avoid reliving their trauma

**If Yes then enter details below. If No then continue to the next page.**

Indicators or evidence of dishonesty

**Section 5 - Professional insight: continued**

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**What documents or evidence will you submit with this referral?**

After submitting this referral, you will receive an email with instructions on how to submit documents or evidence about this case.

List of documents or evidence to be submitted

## Section 4 - Exploitation details: continued

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### Where were they exploited?

Enter addresses or locations and include whether it was in the UK or overseas.

### Where are they now?

Enter city or county of their current location.

### Who exploited them?

Details about the exploiter(s). Include the languages the exploiters spoke, their gang or nicknames and if they had identifying features such as tattoos.

## Section 4 - Exploitation details: continued

### How were they exploited?

Select all that apply.

#### Labour and financial exploitation

- ☐ Forced to work for nothing or almost nothing
- ☐ Wages taken by force or coercion, such as through control of a bank account
- ☐ Forced to commit fraud, such as using their identity to claim benefits

#### Sexual exploitation

- ☐ Forced into prostitution
- ☐ Child sexual exploitation
- ☐ Taken somewhere, held against their will and sexually assaulted

#### Criminal exploitation

- ☐ Forced to commit a crime (e.g. growing cannabis, drug dealing or begging)
- ☐ Organs, such as kidneys, removed against their will

#### Domestic servitude

- ☐ Forced to do unpaid household work by relatives or strangers

#### Other

### Were there any other potential victims?

We don't need names, but it will help police with their investigation if they know there were other potential victims.

☐ Yes ☐ No ☐ Not sure

### Do they have a crime reference number related to any reported Modern Slavery crime, in which they are a victim?

Enter crime or CAD reference number

Police force

## Section 6 – NRM consent

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### Do they want their case referred to the NRM?

If a potential victim wants you to refer their case, they can get:

- access to support (for example, housing and legal advice)
- a formal decision - this can help if they're being prosecuted for a crime they were forced to commit

We will need to share their personal details with organisations such as the police and the Home Office if they agree to their case being referred.

Please explain to the potential victim the ways in which the Home Office may process their personal information, including the purposes for which it will be used, the legal basis and who it will be shared with. This is contained in the Privacy Information Notice and Personal Information Charter.

- ☐ **Yes** - I have explained this to the potential victim along with the Privacy Information Notice and they want me to refer their case.
- ☐ **No** - I have explained this to the potential victim and they do not want me to refer their case. They understand this means their case will not be referred into the NRM and they will not receive support or a formal decision.

**If No is selected go to section 9 - Duty to notify**

### Do they need support?

Support can take a number of days to start unless the potential victim needs emergency housing. Contact the support provider for more information.

☐ **Yes**      ☐ **No**

If 'Yes' enter a telephone number (if they have one) so the support provider can contact them.

## Section 7 - Potential victim's personal details

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First name

Last name

Enter nickname or other names given during the exploitation (if any)

**What is their date of birth? (Optional)**

Day/Month/Year (DD/MM/YYYY)

**What is their gender?**

- ☐ Female
- ☐ Male
- ☐ They do not identify as male or female

**Do they have any children?**

- ☐ Yes
- ☐ No

If Yes, how many?

**What is their nationality?**

Dual nationality (if applicable)

**Do they need an interpreter?**

- ☐ Yes
- ☐ No

Enter language (if needed)

## Section 7 - Potential victim's personal details: continued

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**Do they need help with communication?**

☐ Yes

☐ No

Enter communication aid (if needed)

**Do they have any Home Office references? (Optional)**

For example, a Home Office, visa application or port reference

## Section 7 - Contact details

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**Who should we send our decision to?**

We cannot send our decision to the potential victim unless they have an email or postal address.

If they don't have either, they can choose for someone else to receive it on their behalf (for example a support provider or legal representative).

☐ Potential victim - Complete question 7.1

☐ Someone else - Complete question 7.2

### 7.1 Potential victim

Email address

☐ Is it safe to contact them at this email?

Address

☐ Is it safe to contact them at this address?

## Section 7 - Contact details: continued

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### 7.2 Other contact

First name

Last name

Email address

Address

☐ The potential victim has given you permission to send the decision to this person.

## Section 8 - Police contact

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### Can the police contact them about their case?

In some situations, the police may need to speak with the potential victim for more information.

☐ Yes

☐ No

**You have completed the NRM prompt sheet. You will now need to submit your answers through the online form at [www.modernslavery.gov.uk](http://www.modernslavery.gov.uk)**



## Section 9 - Duty to Notify

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### Why don't they want their case referred?

Briefly explain their reasons

### What is their gender?

- ☐ Female
- ☐ Male
- ☐ They do not identify as male or female

### What is their nationality?

Dual nationality (if applicable)

### Can the police contact them about their case?

In some situations, the police may need to speak with the potential victim for more information.

- ☐ Yes - go back and complete question 7.1 (if not already completed)
- ☐ No - you have all the information you need

**You have completed the DTN prompt sheet.**

**You will now need to submit your answers through the online form at [www.modernslavery.gov.uk](http://www.modernslavery.gov.uk)**

