WORKING ARRANGEMENTS FOR THE WELFARE AND SAFEGUARDING OF CHILD VICTIMS OF HUMAN TRAFFICKING

Guidance issued by
The Department of Health, Social Services and Public Safety
and
The Police Service for Northern Ireland

February 2011
## Contents

<table>
<thead>
<tr>
<th>Part</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Definition of Terms</strong></td>
<td></td>
</tr>
<tr>
<td><strong>1 Introduction</strong></td>
<td>1</td>
</tr>
<tr>
<td><strong>2 Child Trafficking and the Role of the UK Competent Authorities and the UKBA</strong></td>
<td>3</td>
</tr>
<tr>
<td><strong>3 The Role of the Police Service for Northern Ireland (PSNI)</strong></td>
<td>6</td>
</tr>
<tr>
<td>• Contact and liaison arrangements</td>
<td>6</td>
</tr>
<tr>
<td>• Child protection procedures</td>
<td>6</td>
</tr>
<tr>
<td>• Medical and forensic procedures and consent</td>
<td>7</td>
</tr>
<tr>
<td>• The National Referral Mechanism (NRM) assessment guidance and e-learning</td>
<td>8</td>
</tr>
<tr>
<td>• Children who go missing</td>
<td>9</td>
</tr>
<tr>
<td>• PSNI inquiries and criminal investigations</td>
<td>9</td>
</tr>
<tr>
<td><strong>4 The Role of Health and Social Care Trusts</strong></td>
<td>10</td>
</tr>
<tr>
<td>• Contact and liaison arrangements</td>
<td>10</td>
</tr>
<tr>
<td>• Care of the child</td>
<td>11</td>
</tr>
<tr>
<td>• Health care needs of trafficked children</td>
<td>12</td>
</tr>
<tr>
<td>• Education</td>
<td>12</td>
</tr>
<tr>
<td>• Legal issues in relation to the child’s care and case management considerations</td>
<td>12</td>
</tr>
<tr>
<td>• The child’s access to independent legal advice</td>
<td>13</td>
</tr>
<tr>
<td>• Risk management and children who go missing</td>
<td>14</td>
</tr>
<tr>
<td>• Age disputed children and young people</td>
<td>15</td>
</tr>
<tr>
<td>• Families who have been trafficked</td>
<td>15</td>
</tr>
<tr>
<td>• Appointment of an independent visitor</td>
<td>16</td>
</tr>
<tr>
<td>• Ongoing support and leaving care provisions</td>
<td>16</td>
</tr>
<tr>
<td><strong>5 The National Referral Mechanism (NRM) and the Decision Making Process</strong></td>
<td>17</td>
</tr>
<tr>
<td>• The NRM referral and report</td>
<td>17</td>
</tr>
<tr>
<td>• Guidance and e-learning</td>
<td>18</td>
</tr>
<tr>
<td>• Recovery and reflection period</td>
<td>18</td>
</tr>
</tbody>
</table>
• Conclusive decision that a child has been trafficked  19
• Conclusive decision that a child has not been trafficked  19

6  Sources of Information and support  20

Annexes

High Level NRM Child Process Map  A1-A3
United Nations information on Human Trafficking Indicators  A4-A5
Crime Operations Branch/District PSNI, PPU contacts and organisations providing accommodation for trafficked adults  A6–A7
Trusts’ Gateway Team contacts  A8–A9
GUM Clinics  A10
NRM referral report form  A11–A14
Flowchart of steps by PSNI and the Trust to support the child  A15
HSC Board guidance on accommodation of young people aged 16-17 and notification form  A16–A26
Definition of Terms

A child
A person under the age of 18 years

Child trafficking
The recruitment, transportation, transfer, harbouring or receipt of a child, whether by force or not, by a third person or group, for the purpose of different types of exploitation.

Child exploitation
Includes, at a minimum, sexual prostitution, forced labour\(^1\), exploitative domestic servitude, enforced criminal activity, removal of organs.

Competent Authorities (CA)
The role of the United Kingdom Competent Authorities is to determine, through the National Referral Mechanism (NRM), whether there are reasonable or conclusive grounds for a person referred to be accepted as a victim of human trafficking.

The Competent Authorities for the UK are the United Kingdom Human Trafficking Centre (UKHTC) and linked but separate Competent Authorities in United Kingdom Border Agency (UKBA) to assess cases where trafficking is raised as part of an asylum claim or in the context of another immigration process. UKBA Competent Authorities consider cases involving third country nationals only.

European Economic Area (EEA) national
For the purpose of this guidance this means a citizen of one of the counties that make up the EEA i.e. Austria, Belgium, Bulgaria, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and Switzerland. Although the latter is not a member of the EEA, Swiss citizens have rights, which are similar to those of EEA nationals.

First Responder in the National Referral Mechanism (NRM) Process
A first responder is a staff member within certain public bodies who has direct or indirect contact with a person who claims to have been trafficked or whom the staff member believes may have been trafficked e.g. police officer, UKBA staff, Trust social worker. In the case of children, the First Responder will always be a UKBA officer (if the child is recovered at a port of entry) or a Trust social worker. The First Responder must complete and submit an NRM referral form. Other persons who encounter suspected child victims of trafficking (including the PSNI) should alert the UKBA or the relevant Trust’s Gateway Team.

\(^1\) The International Labour Organisation Convention 29 Article 2 (1) defines forced or compulsory labour as “all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered himself voluntarily” subject to the exclusions set out in Article 2 (2).
Gateway Teams

Teams of social workers established in each Trust's area to receive information, provide advice and guidance and respond to requests for assessment and assistance in matters to do with the safety, welfare and well-being of children.

Merton-Compliant Age Assessment

‘Merton-compliant” is a term used to describe a local authority\(^2\) age assessment that has been conducted in accordance with the case law on age assessments and is therefore fair and lawful. The term derives from the Merton judgment of 2003 [*The Queen on the application of B v London Borough of Merton [2003] EWHC 1689 (Admin) (14 July 2003)*] which gives ‘guidance as to the requirements of a lawful assessment by a local authority of the age of a young asylum seeker claiming to be under the age of 18 years.

National Referral Mechanism (NRM)

The NRM is a victim identification and support process and provides a framework within which front-line professionals in public bodies, such as Trusts, PSNI, UKBA, etc can work together to provide appropriate protection and support for children who are suspected of being trafficked. It is also a mechanism to provide as much information as possible to the Competent Authority to assist its determination of whether the child is a victim of trafficking.

Private Fostering

An arrangement whereby a child under 16 (or under 18, if disabled) receives care and accommodation continuously for 28 days or more by someone who is not a parent, does not have legal parental responsibility and is not a close relative. Close relatives are defined by the Children (NI) Order 1995 as parents, step-parents, grandparents, siblings, aunts or uncles. Such arrangements must be notified and supervised by a Health and Social Care Trust under the Children (Private Arrangements for Fostering) Regulations (Northern Ireland) 1996.

Public Protection Unit (PPU)

The Police Service for Northern Ireland (PSNI) has established 8 local Public Protection Units comprised of skilled and experienced police officers specially trained to investigate all manner of sexual and violent crime, such as rape, domestic abuse and child abuse and exploitation.

Third Country national

For the purpose of this guidance, this means a person who does not hold British citizenship or the citizenship of an EEA country.

United Kingdom Human Trafficking Centre (UKHTC)

A dedicated police-led multi-agency centre based in Sheffield which is the national central point for operational co-ordination in relation to the trafficking of human

\(^2\) Children’s Social Services in Local Authorities are responsible for undertaking such assessments in England and Wales. Social workers are the lead professionals in this process.
beings. UKHTC works in partnership with other agencies in the UK and abroad. It is the role of UKHTC to determine if children who are British citizens, EEA or third country nationals who have extant leave to enter or remain in the UK and who are suspected of being trafficked are the victims of trafficking and to record them as such.

**United Kingdom Border Agency (UKBA)**

The United Kingdom Border Agency (UKBA) is an agency of the Home Office, responsible for securing the UK’s borders and controlling migration in the UK. The UKBA considers applications for permission to enter or stay in the UK, citizenship and asylum. It works with the UK Human Trafficking Centre, the Serious Organised Crime Agency and the police to curb the trafficking of people for the sex trade, domestic servitude or exploitative labour purposes. Where the UKBA identifies victims they are referred via the NRM to the appropriate authority for support and accommodation. As First Responders in frontline operations, UKBA staff also identify and refer victims to Competent Authorities. UKBA has a local office in Northern Ireland

**UNOCINI Assessment Framework**

UNOCINI stands for “Understanding the Needs of Children in Northern Ireland”. It is a standardised framework to support professionals in assessment and planning to better meet the needs of children and their families. UNOCINI was developed by Health and Social Care Services in partnership with colleagues from other public bodies such as the police and education services. As well as improving the quality of assessment, UNOCINI can assist in communicating the needs of children across agencies and helping to avoid the escalation of these through early identification of need and effective intervention.

1. INTRODUCTION

1.1 This guidance is issued by the Department of Health, Social Services and Public Safety (the Department) and the Police Service of Northern Ireland (PSNI). It replaces the Pentameter 2 Protocol in respect of Child Victims of Trafficking issued by the Department in October 2007 and takes account of issues arising from the implementation of the interim guidance on Working Arrangements for the Welfare and Safeguarding of Child Victims of Human Trafficking, issued by the DHSSPS and the PSNI in March 2010. It should be read in conjunction with existing national legislation and guidance relating to victims of human trafficking.

1.2 In March 2007 the UK Government signed the Council of Europe Convention on Action Against Trafficking in Human Beings (the Convention) and published the UK Action Plan on Tackling Human Trafficking (2007). The purpose of the Convention is to prevent and combat trafficking; to identify and protect the victims of trafficking and safeguard their rights; and to promote international co-operation against trafficking.

1.3 The Convention was ratified by the UK on 17 December 2008 and since 1 April 2009 the UK has been bound by formal procedures for assessing and recording cases of human trafficking, including child trafficking.

1.4 In Northern Ireland responsibility for implementing the Convention primarily falls to the Department of Justice. The PSNI and Health and Social Care Trusts (Trusts) however have a key role in its operation with particular reference to prevention and the recovery, support and safeguarding of victims. The Health and Social Care Board (the HSC Board) will also have a contribution to make by overseeing the implementation of this guidance in so far as it relates to the duties and obligations of Trusts in the care and support of children.

1.5 The protection of children and young people in Northern Ireland is of the highest and most immediate priority and Government is committed to ensuring the safety and well-being of all children. Whilst the Convention affords protection and support to the victims of trafficking, all forms of child trafficking must first and foremost be recognised as child abuse. In this respect Northern Ireland’s current child protection framework is fully compliant with the Convention. The working relationships between the PSNI and Trusts which are set out in the Working Arrangements for the Welfare and Safeguarding of Children Suspected of being Victims of Human Trafficking reflect the principles of Co-operating to Safeguard Children (DHSSPS May 2003) and the Regional Area Child Protection Committees’ Policy and Procedures. Some additions to the normal child protection procedural arrangements have, however, been necessary to take account of

---

3 Pentameter 2 was a co-ordinated campaign of activity during 2007 aimed at disrupting those who engage in trafficking for sexual exploitation throughout the UK and the Republic of Ireland. It involved all police forces, other law enforcement agencies, the UK Human Trafficking Centre and statutory and voluntary agencies.
the requirements under the Convention, nationally agreed processes with particular reference to the NRM and the special circumstances of children who are trafficked.

1.6 The United Nations Convention on the Rights of the Child (UNCRC) was passed by the UN General Assembly in 1989 and ratified by the UK in 1991. Ratification commits the UK to bringing its law, policy and practice into line with the UNCRC. In 2008 the UK Government lifted its reservation on Article 22 of the UNCRC concerning the rights of children who are refugees and asylum seekers. All public authorities in the UK therefore have a duty to uphold the UNCRC rights afforded to such children. In particular, Article 3 of the UNCRC commits public authorities to ensuring that in all actions concerning children “the best interests of the child shall be a primary consideration” and that the child will be afforded “such protection and care as is necessary for his or her well-being”.

1.7 The Working Arrangements for the Welfare and Safeguarding of Children Suspected of being Victims of Human Trafficking sets out the actions to be taken by the PSNI and Trusts in relation to lone or unaccompanied children, children in the care of an unsuitable adult and children who are recovered during Police operations where there is reasonable cause to believe that the child may the victim of trafficking. The arrangements outlined here are consistent with current child protection and looked after children guidance and the principles of the UNCRC.

1.8 This guidance may be amended from time to time to reflect changes to legislation or policy and procedures in relation to child victims of human trafficking.
2. CHILD TRAFFICKING AND THE ROLE OF THE UK COMPETENT AUTHORITIES AND THE UNITED KINGDOM BORDER AGENCY (UKBA)

2.1 Child trafficking has become an international and highly organised crime, equivalent to a form of modern day slavery. Most children are trafficked for financial gain, which can include payment from or to the child’s parents. In most cases the trafficker also receives payment from those wanting to exploit the child once in the UK.

2.2 Children and young people may be trafficked into, within and out of the UK for many different types of exploitation. This may include, but is not limited to, sexual exploitation, forced sweatshop or other forced labour for little or no wages, domestic servitude, enforced criminal activity, eg street crime, illegal adoption, underage servile or forced marriage or benefit fraud. The reasons for child trafficking may also include the removal and sale of organs. Although the latter does not appear at present to be an issue for the UK, practitioners need to be alert to the fact that the profile of trafficking can change over time. Common features in all forms of trafficking are that victims are coerced, deceived or forced into the control of others who seek to profit from their exploitation and suffering. Many of the children are reluctant to disclose their plight either out of fear of reprisal or due to a misplaced loyalty to their traffickers.

2.3 Trafficked children may be brought into the UK via numerous transit countries and may travel through other European Economic Area (EEA) countries before arriving in Northern Ireland. Whilst traffickers have tended to use larger ports of entry to the UK, eg Heathrow and Gatwick, there is evidence that they are now using smaller regional ports such as, in the case of Northern Ireland, the Belfast International Airport. In addition, however, to those children who may be trafficked to Northern Ireland from abroad, there is also a most worrying trend of trafficking of children within the UK.

2.4 Some children who are suspected of being trafficked and who come to the attention of the authorities may, on the instruction of their traffickers, claim asylum in the knowledge that they will be allowed to remain in the country while their claim is being processed by the UKBA. Their traffickers are also aware that during this period the Trust will be required to assume responsibility for the child’s accommodation and care. There is a high risk, however, that such children will go missing from care within a very short period of time, not being aware of the exploitation and abuse that may await them. Others may never enter the asylum system but may be found in quasi private fostering arrangements which have not been notified to the Trust, in domestic servitude or being exploited by organised crime gangs and sent onto the streets to beg or steal.
2.5 Apart from the children who are found at ports and elsewhere in Northern Ireland, trafficked children may also be recovered during planned, formal police operations and investigations. Children, including those under the care of unsuitable adults, who are recovered during operations in brothels or other exploitative establishments will have been found in circumstances strongly evidential of having been sexually or otherwise exploited. Children in such situations are likely to have suffered significant harm and may have been victims of or witnesses to criminal activity.

2.6 Trafficked children are likely to have experienced neglect and sexual abuse as well as emotional, psychological and physical abuse. It should be borne in mind that some trafficked children may not show obvious signs of distress or disturbance. The negative impact on their health, wellbeing and development as a result of being exploited is however likely to be significant.

2.7 All trafficked children and young people who are suspected of having been trafficked should therefore be considered by the Trust to be children in need of care and protection under the Children (NI) Order 1995 (the Children Order). This guidance confirms the expectation that all such children found within a Trust’s area will be accommodated by the Trust in fulfillment of its duties under the Children Order. The Trust will discharge, in respect of these children, the full range of regulatory requirements and guidance relating to looked after children.

2.8 In co-operation with the PSNI, the Trust is required to complete a NRM report (see Part 5) and liaise with the Competent Authority regarding the child’s status. The NRM referral and report, where possible, should be made within 48 hours in order that the Competent Authority may determine whether there are grounds to further investigate if the child is a potential victim of human trafficking. In this way, the Trust will, on behalf of the UK Government, assist in meeting the requirements of the Convention.

2.9 The UKBA should also be immediately notified of any third country child who is in the UK illegally to ensure that the child is registered quickly with the UKBA. Registration includes asylum screening, a process which, should the child subsequently go missing, enables a more effective child warning system and investigation at ports by immigration and police officers. The contact telephone number for the UKBA is listed at paragraph 6.1.

2.10 All referrals by Trusts in Northern Ireland or (exceptionally) by other NI agencies in respect of potential child victims of human trafficking should be made through the NRM to the UKHTC. Decisions in relation to children who are UK and European Union nationals will be made by the UKHTC. The UKHTC will forward any referrals for non UK and non EU nationals to the UKBA who will act as the competent authority in such cases. The UKBA will make reasonable and conclusive decisions in these cases as well as any outstanding immigration decisions. The contact telephone number for the UKHTC is listed at paragraph 6.1.

2.11 The UKBA will act as a first responder to children encountered at ports of entry to Northern Ireland and will refer the child through the NRM process to
the UKHTC for a decision by the Competent Authority. The Competent Authority in such cases will also be the UKBA. In the case of parallel trafficking and asylum claims, the UKBA has sole responsibility for the asylum decision. There will be close liaison, however, between UKBA and UKHTC in relation to the trafficking claim.

2.12 The UK Government has decided that a recovery and reflection period of 45 days will routinely be granted where there are reasonable grounds to suspect that a person is a victim of trafficking. It should be noted that victims may during this period also wish to lodge a claim for asylum if they have no already done so. No immigration decision will be made or served on the child during the 45 day reflection period, however, after 30 days the potential victim of trafficking may be invited to interview by the Competent Authority or the asylum case-owner to enable the collation of information to inform NRM and/or the asylum decision.

2.13 An NRM Child Process Map is attached at Annexes A1-A3. This presents a high level overview of the procedures from the point at which the child victim/suspected victim is first encountered, through to the final decision by the Competent Authority as to whether the child has been trafficked or to the conclusion of the UKBA as to the child’s asylum status.

2.14 Trafficked children experience the worst forms of abuse in all aspects of their lives. It is important that these most vulnerable children are identified as early as possible so that they can be safeguarded from further harm. Health and Social Care staff should be alert to signs and indications of trafficking - see Annexes A4–A5 for the United Nations information on Human Trafficking Indicators.
3. THE ROLE OF THE POLICE SERVICE FOR NORTHERN IRELAND (PSNI)

Contact and liaison arrangements

3.1 In circumstances where there is firm intelligence in advance of a police operation that trafficked children might be found in specific locations, the PSNI Crime Operations Branch or District PSNI as appropriate (Annex A6) will liaise with the relevant Senior Social Worker/Gateway Team Leader (Annexes A8–A9). Where possible, the PSNI should alert the relevant Trust(s) 40 hours in advance of a planned operation. The PSNI will also alert the UKBA if the operation is concerned with children who are third country nationals. A strategy discussion or (where time permits), a strategy meeting should take place to plan the joint child protection investigation. This will include the arrangements, if any, for a social worker to be present during the police operation and the co-ordination of the assessment of the child’s needs in accordance with the Regional ACPC Child Protection Policy and Procedures. In such situations it is anticipated that officers from the local Public Protection Unit (PPU) will form part of the PSNI operation.

3.2 When a child is found as part of other police operations or investigations in circumstances that are strongly evidential of child trafficking, the PSNI will immediately contact the duty social worker in the relevant Trust’s Gateway Team or Out of Hours Emergency Service (Annexes A8–A9) and provide details of the child’s circumstances. A PSNI liaison officer should be identified as soon as possible to liaise with the Trust’s social worker in progressing the child’s case. The UKBA should also be notified of recovered children who are third country nationals.

Child protection procedures

3.3 In all cases, the PSNI will accompany the recovered child to a Medical and Interviewing Suite and may, if considered appropriate, keep the child in police protection under Article 65 of the Children Order for a period not exceeding 72 hours to ensure that he/she remains in a safe place.

3.4 The PSNI and the social worker allocated to the child will conduct joint inquiries and joint protocol interviewing in accordance with Co-operating to Safeguard Children (DHSSPS 2003) and the Area Child Protection Committees’ (ACPCs) Regional Policy and Procedures. The PPU officers will support the PSNI Investigation Team in this process.

3.5 Access to suitably skilled and supported translation services may be crucial to the investigation. Where necessary, the PSNI will make interpreting services available to assist the joint inquiry / investigation process.
Medical and forensic procedures and consent

3.6 The PSNI forensic medical officer may, with the child’s permission, conduct a medical examination to obtain evidence to assist the investigation.

3.7 The PSNI may, for child protection purposes, also seek the child’s consent to the provision of a non-invasive DNA sample in order to identify the child, in the event that he/she may go missing and be re-trafficked under another identity. The Human Tissue Act 2004 (the Human Tissue Act) requires that qualifying consent ⁴ must be provided for the taking of a DNA sample and the use of the sample must be for a specified purpose as set out in Schedule 4 to the Human Tissue Act. Under paragraph 5(1) of Schedule 4, use of the results of the analysis of DNA is lawful where it is for the prevention or detection of crime. Under paragraph 5(2) of Schedule 4, detecting crime includes establishing by whom, for what purpose, by what means and generally in what circumstances any crime was committed.

3.8 With regard to issues of consent to the above procedures, children aged 16 years or over are presumed in law to be competent to give consent for themselves for their own health and associated procedures ⁵, including the provision of a DNA sample ⁶. However they must also have the capacity (be competent) to take a particular decision i.e. they must be able to comprehend and retain information material to the decision, especially as to the consequences of having or not having the intervention in question. They must also be able to use and weigh up this information in the decision making process.

3.9 Where a child is under 16 years, the courts have decided that he/she will also be competent to give valid consent to a particular health or related intervention if he/she has “sufficient understanding and intelligence to enable him or her to understand fully what is proposed” ⁷.

3.10 If a child is under the age of 16 years and/or deemed not to be competent to give consent, in these circumstances consent should be sought from a person with parental responsibility. In the case of trafficked children, it is unlikely that anyone with parental responsibility will be available. It should be noted that the Trust does not have parental responsibility for a child unless an interim care order or a care order is in force. In the absence of anyone with parental responsibility it is lawful to provide necessary medical treatment on the basis that it is in the child’s best interests ⁸, however use of best interests for medical treatment does not cover the taking of DNA.

---

⁴ Qualifying consent is consent that fulfils the requirements of the HT Act and therefore allows DNA analysis to be carried out without committing an offence. Schedule 4 to the HT Act sets out who can give qualifying consent.

⁵ See Good Practice in Consent – Consent for Examination, Treatment or Care, A Handbook for the HPSS, (DHSSPS 2003).

⁶ See Human Tissue Authority Code of Practice – Consent (HTA, 2009)

⁷ See Good Practice in Consent – Consent for Examination, Treatment or Care, A Handbook for the HPSS, (DHSSPS 2003).

⁸ See note ⁷ above.
3.11 In the case of a very young child or a child who is not deemed competent to give valid consent to a medical investigation or the provision of a DNA sample, Article 6(5) of the Children Order will apply where there is no-one with parental responsibility available. Article 6(5) provides that:

“A person who –
(a) does not have parental responsibility for a particular child; but
(b) has care of the child,

may (subject to the provisions of this Order) do what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child’s welfare”.

3.12 Where a Trust’s social worker is in attendance and the child has been accommodated or is to be accommodated by the Trust under Article 21 of the Children Order, then the Trust may be deemed to have “care of the child” for the purposes of Article 6(5)(b). Provided the child is not resisting the procedure, the social worker may give consent on behalf of the child, if he/she is content that this is a reasonable decision for the purpose of safeguarding and promoting the child’s welfare.

3.13 Where the child is to be kept in police protection under Article 65 of the Children Order and providing the child is not resisting the procedure, a police officer may give consent on behalf of the child, if he/she is content that it is reasonable to do so “for the purpose of safeguarding or promoting the child’s welfare” in accordance with Article 65(9) of the Children Order.

The National Referral Mechanism (NRM) assessment guidance and e-learning

3.13 The PSNI will provide information to assist the Trust’s completion of the NRM referral and report on the child. A copy of the NRM referral report form is included in Annexes A11–A14. However, this can be accessed online at:


and should be completed and returned to:

http://www.ukhtc.org

3.14 Whilst the Trust will be the lead agency for the purpose of completing the NRM referral report for each child recovered, a named PSNI liaison officer will provide relevant information to assist the Trust’s social worker in this process and any subsequent assessments, including the UNOCINI assessment, to be undertaken in respect of the child.

3.15 Where appropriate the UNOCINI assessment should be completed by the PSNI, the social worker and any other relevant agencies involved. From the information obtained, the practitioner should be able to present a summary of the evidence on the NRM report form.
3.16 A new e-learning tool kit financed by the Home Office and developed by ECPAT (UK)⁹ (see part 6.5) provides practitioners with an additional resource to improve their skills in identifying and taking appropriate action to safeguard trafficked children. This may be accessed online at http://course.ecpat.org.uk

**Children who go missing**

3.17 Children who go missing should be reported to the PSNI by the Trust. Where there are concerns that a trafficked child is being moved within the UK or to the Republic of Ireland, discussion should take place with the child’s social worker as to whether any actions should be taken by the PSNI to alert UK police forces or the An Garda Síochána. The UKBA should also be provided with the details of any child who has gone missing in order that UKBA officers at ports of entry may be alerted.

**PSNI inquiries and criminal investigations**

3.18 The PSNI liaison officer will maintain close contact with the child’s social worker in relation to the progress of further relevant enquiries or criminal investigations and will provide any information necessary to assist the Trust in its safeguarding responsibilities towards the child.

3.19 Where the child is recognised by the Competent Authority as a victim of trafficking and has agreed to help the PSNI with its investigations, the PSNI should apply for the child to be granted leave to remain in the UK on this basis. The flowchart at page A15 sets out the steps by PSNI and the Trust to support the child.

---

⁹ ECPAT (UK) stands for End Child Prostitution, Child Pornography and the Trafficking of Children for Sexual Purposes.
4. THE ROLE OF HEALTH AND SOCIAL CARE TRUSTS

Contact and liaison arrangements

4.1 Trusts have a general duty to safeguard and promote the welfare of children in need in their area. Children who are recovered as part of police operations or come to the attention of the Trust by some other means and are suspected of having been trafficked are entitled to support, care and protection under the full provisions of the Children Order, regardless of their immigration status or nationality. All Trusts’ Gateway Teams and Out of Hours Teams should be familiar with the indicators of child trafficking (Annexes A4–A5) and the expected procedures under this protocol.

4.2 When notified of an impending PSNI operation (part 3.1), the Trust’s Senior Social Worker/Gateway Team Manager will make appropriate arrangements with the PSNI to assist the operation. The Trust and the PSNI should agree a strategy (part 3.1) to plan the joint investigation and the assessment of the child’s needs. Where possible, the plan should include child and family social workers to be on hand to arrange for recovered children to be placed in an appropriate care setting. With regard to issues of consent which may arise during the PSNI investigations, the provisions set out in part 3.6 – 3.12 of this guidance should be noted.

4.3 Where children are unexpectedly recovered or found in other situations by the PSNI, an immediate referral from the PSNI will be received by the Trust’s Gateway Team or Out of Hours duty social worker.

4.4 In the case of any child who comes to the attention of the Trust as a potential victim of trafficking and who is not already known to the PSNI, the Trust should immediately notify the Crime Operations Branch or District PSNI or the local PPU (Annex A6) and, in the case of a child who is a third country national, the UKBA (6.1)

4.5 In all cases where children are recovered as part of a PSNI operation or are identified in other circumstances as potential victims of trafficking, the Trust and the PSNI will conduct joint inquiries in accordance with Co-operating to Safeguard Children (DHSSPS 2003) and the Regional Area Child Protection Policy and Procedures. The child’s social worker should liaise with the child and his solicitor in relation to the sharing of information gained from this process with the Competent Authority.

4.6 Whilst the Trust will be the lead agency for the purpose of completing the referral under the NRM for each child recovered (see Part 5), a named PSNI liaison officer will provide relevant information to assist the Trust’s social worker in this process and any subsequent assessments to be undertaken in respect of the child, including the UNOCINI assessment.
Care of the child

4.7 A social worker should be appointed for the child as soon as possible following the initial referral.

4.8 Children who are believed to have been trafficked will need to be accommodated by the Trust under Article 21 of the Children Order and the full regulatory provisions and guidance in respect of looked after children will apply. The Trust should provide an appropriate placement taking into account the child’s individual needs and (depending on his/her age and level of maturity) the child’s wishes and feelings. The preferred options for the child’s immediate care will always be placement with an experienced foster carer or in a children’s home.

4.9 The child’s immediate placement will be determined by his/her needs for emergency accommodation and an initial assessment of any potential risks. At this stage due regard must be given to the vulnerability of the child and his/her need for:

- personal safety and risk management (part 4.10 and 4.23-31);
- a safe, contained environment, sufficiently compatible with the child’s culture and ethnicity to help reduce his/her sense of isolation and where the child can feel sufficiently secure to provide evidence if he/she is willing to do so (part 4.10-11);
- carers who can access medical and health advice as well as appropriate linguistic and other support;

and, when the child has been suitably settled:

- health care (part 4.12-14);
- education (part 4.15);
- the protection of the court (part 4.16-19);
- independent legal advice (part 4.20-23);
- risk management (part 4.24-32);
- appointment of an independent visitor (part 4.34-36);
- ongoing support (part 4.37-38).

4.10 In the case of young people aged 16 or over and age disputed young people (part 4.29-32) where potential risks to the young person or other children have been identified or where the young person’s needs and wishes are such that placement in foster care or in a children’s home may not be suitable, the Trust may consider “making such other arrangements as seem appropriate” to the Trust in accordance with Article 27 (2) (f) of the Children Order. The HSC Board has issued a letter of guidance dated 26 January 2010 to Trusts’ Directors of Children’s Services regarding notification reports of young people aged 16 and 17 years placed in unregulated accommodation. This re-affirms the position of the HSC Board that placement in bed and breakfast accommodation or in generic hostels is not appropriate for these young people. If such placements occur, a notification
form must be completed and returned to the HSC Board, at the latest within 48 hours of the placement. The HSC Board’s guidance on this matter and a copy of the notification form is included at Annexes A16–A26.

4.11 Where interpreting services are required following the initial PSNI criminal investigation process, the Trust must make provision for an appropriate interpreting service to assist the care and support of the child.

Health care needs of trafficked children

4.12 As a consequence of recent amendments to the Persons not Ordinarily Resident Regulations (Northern Ireland) 2008, Northern Ireland is now compliant with the requirements of the Convention in relation to the health care of victims during the recovery and reflection period. General health care needs, i.e., registration with and access to GP services and routine treatment should be arranged by the child’s social worker. If a child has emergency medical needs, Accident and Emergency units at hospitals will provide such treatment. Please note part 3.6 -3.12 in respect of issues of consent.

4.13 In view of the life circumstances to which they have been exposed, all recovered children should be screened with their consent for Hepatitis B, Hepatitis C and HIV infection and should be encouraged to avail of sexual health screening. Where the child is consenting, the social worker should make contact with the relevant genito-urinary medicine (GUM) clinic to arrange an appointment – see Annex A10 for local clinics.

4.14 Children who have been trafficked may also have mental health needs, and may experience post-traumatic stress symptoms during the recovery period and long afterwards. In such cases, Child and Adolescent Mental Health Services or other relevant counselling and support services should be sought for the child.

Education

4.15 If the recovered child is under school leaving age, the Trust must consider the child’s educational needs. The social worker should make contact with the Educational Welfare Service. In the first instance this could be via the Chief Education Welfare Officer (EWO) or the Deputy Chief EWO. Where there is a local Education Welfare Team for Looked After Children, any agreed actions or liaison arrangements will normally be made with the relevant EWO from this team.

Legal issues in relation to the child’s care and case management considerations

4.16 The Trust should consider the legal status of the child as a matter of urgency and take legal advice on the appropriate action necessary to provide optimum protection to the child. This may include the use of an emergency protection order, interim/care order application, wardship proceedings or an agreement that the child may safely be accommodated as a child in need.
under Article 21 of the Children Order without recourse to the court. Each case must be examined on its own merits to determine the most appropriate legal position for the child concerned.

4.17 Irrespective of the decision regarding the child’s care status, the social worker should ensure that the child has access to independent legal advice regarding immigration and related considerations (part 4.20-23).

4.18 If emergency protection or care order proceedings are initiated, a guardian ad litem will normally be appointed by the court. The guardian will appoint a solicitor for the child in accordance with the rules of court. The solicitor will work on the child’s behalf to provide legal representation and should engage in a collaborative manner with other professionals and agencies.

4.19 A significant number of professionals and agencies may need to be involved in the child’s case within a short timescale. There is potential for this to overwhelm and be detrimental to a child who is already extremely vulnerable. The social work manager responsible for the child’s case should, in collaboration with the PSNI, establish a case management approach which secures effective joint working and co-operation between the various professionals and agencies involved. This should ensure that all essential interviews and proceedings involving the child are planned and, where possible, take place at a pace that recognises the child’s need for a measured approach. Relevant information should be shared between professionals to avoid the child having to engage in unnecessary repetition.

The child’s access to independent legal advice

4.20 Third country national children who are identified as victims or potential victims of trafficking will need to be aware of immigration issues and the provisions for seeking asylum or humanitarian protection in the UK as well as rights and other considerations which may be pertinent to the child’s circumstances.

4.21 Having explained the advantage of seeking legal advice in relation to these issues, the child’s social worker should, with the child’s consent and as a matter of urgency, contact the Law Centre (NI) – see part 6.2. The Law Centre (NI) prioritises referrals for such advice to unaccompanied children whether these are trafficked children, asylum seekers or children who have been abandoned in the UK and will, where appropriate, arrange for a solicitor to be appointed.

4.22 The child’s social worker should liaise with the child’s solicitor who will gather relevant information and, where necessary, lodge representation with the UKBA. The child’s social worker should also ensure that the child’s solicitor is aware of all impending interviews between UKBA and/or the PSNI and the child in relation to trafficking, asylum and other immigration matters and should at all stages co-operate in the provision of timely information to assist the child’s case. In all interviews conducted by the UKBA, the child should be accompanied by his/her social worker unless it has been agreed
beforehand that the solicitor should attend the interview as the responsible adult.

4.23 Where a child is being interviewed by the PSNI in relation to a criminal investigation into a trafficking allegation, the child should, as a matter of good practice, be accompanied by a solicitor. Issues may arise during the course of the interview which could have implications for that child’s immigration status and/or outstanding application with UKBA.

Risk management and children who go missing

4.24 Risk management of children who have been victims or are potential victims of trafficking should be undertaken as part of each child’s ongoing care plan and will take account of risk factors identified by the PSNI. The risk assessment should also include considerations of any potential risks posed by the victim to other children. Where there is uncertainty about the age of the victim, particularly in relation to concerns that a young person may be younger or older than stated, an age assessment (see part 4.29 -4.32) should be undertaken as part of the risk management strategy.

4.25 The Trust should not divulge the location of the child to any enquirers until the PSNI has conducted relevant checks and is in a position to offer advice as to the nature of the contact. Exceptions to this provision will include the child’s solicitor, the guardian ad litem appointed in care proceedings or any other professional essential to the plan for the child’s care. The child’s carer or social worker should immediately notify the PSNI of any adults who attempt to contact the child by presenting as relatives or friends. Where the child is in possession of a mobile phone, this may need to be retained by the PSNI in order to safeguard the child and/or secure evidence in the context of the investigation. In such cases, the child’s use of telephone land lines and forms of electronic communication should be monitored.

4.26 There is a tendency for unaccompanied children and those who may also have been trafficked, to go missing (possibly back into the care of the traffickers) before being properly identified as victims of trafficking. The Trust should seriously consider the risk that a trafficked child is likely to go missing and take this into account in planning the child’s care. Children should also be provided with written information about how to contact CTAIL10 (see part 6.3) and the emergency services.

4.27 Children who go missing should be immediately reported to the PSNI, the child’s solicitor. As both the Competent Authority and the immigration authority, the UKBA must also be notified of any third country national child who is missing. If the child who is missing has been accommodated by the Trust for a period of 24 hours or more, the incident should be reported in accordance with the HSC Board procedures for absconding and missing children.

10 The NSPCC Child Trafficking Advice and Information Line.
4.28 Where there are concerns that a trafficked child is being moved within the UK or to the Republic of Ireland, discussion should take place with the PSNI as to whether it might be helpful for the social worker to contact the Missing People (UK) Helpline (see part 6.7) which also features persons missing from Northern Ireland. Actions taken by the PSNI to alert UK police forces or the An Garda Síochána should be noted on the child’s file.

**Age disputed children and young people**

4.29 Some young people may not be in possession of official documentation confirming their date of birth or may have been told to lie about their age to evade attention from the authorities. A young person under the age of 18 years found in a brothel, for example, may have been told to state that he/she is an adult. Other older young people may have been told to claim they are under 18 years in order to secure the protection of the Trust and the more favourable outcomes for unaccompanied children in immigration decisions.

4.30 The Convention states “when the age of the victim 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 shall be accorded special protection measures pending verification of his/her age”. Therefore, where there is concern that a young person who claims to be an adult is in fact under the age of 18 years, the young person must be treated as a child and the above procedures must be followed until information to the contrary becomes available.

4.31 Where necessary, in the case of young people who are suspected of being over the age of 18 years, an age assessment should be carried out by the Trust at the earliest opportunity. Trusts should have ready access to social workers who have been trained in conducting Merton-compliant age assessment of young people. Age assessment should be undertaken by two social workers, one of whom must be Merton trained and the other preferably the child’s social worker or a social worker who is familiar with the child’s case. Practice guidance and a pro-forma for such assessments may be found on the Children’s Legal Centre website (see part 6.8).

4.32 The PSNI will be responsible for arranging accommodation for any young victim assessed by the Trust to be aged 18 years or over through the Women’s Aid or Migrant Helpline organisations (see Annex A7 for details).

**Families who have been trafficked**

4.33 Where a child is recovered as part of a family group and the child’s parent or other responsible adult with whom the child has been living has been a victim of trafficking, the family’s immediate needs will be met under the Children Order provisions relating to support for children in need and their families.

---

11 Merton Compliant Age Assessment training for Trusts’ social workers is due to commence in February 2011
Appointment of an Independent visitor

4.34 In situations where communication or visitation between a child and his parents is infrequent, Article 31(1) of the Children Order places a duty on a Trust to appoint an independent visitor in respect of any child whom it is looking after, if it believes that this would be in a child’s best interests. As trafficked children are likely to be bereft of family in Northern Ireland, this will be an important consideration for the care of every trafficked child accommodated by the Trust. When assessing the need for an independent visitor to be appointed, the Trust must also have regard to the wishes and views of the child. However, in view of the number of authority figures surrounding trafficked children, the more informal contact with an independent visitor may be welcomed by the child.

4.35 The functions of independent visitors include visiting, advising and befriending children. An independent visitor who is able to build up trust will be well placed to recognise the child’s needs and encourage the child to exercise his/her rights and participate in decisions. Where the child is facing difficult situations, an advocacy role may also be appropriate. The views of the independent visitor and his/her support will also be of relevance to the child in care proceedings, in criminal proceedings if the child is asked to act as a court witness and in the child’s review meetings held by the Trust.

4.36 In view of the important contribution independent visitors may make to the welfare of trafficked children during their period in care and beyond, the Trust should ensure that persons appointed have a full knowledge and understanding of trafficking issues; the trauma the child may have faced; relevant race and cultural issues and the implications of child’s immigration status (see 5.9-5.16).

Ongoing support and leaving care provisions

4.37 Planning and follow up support for children who may have been trafficked will be led by the Trust in accordance with the care planning procedures for looked after children. As part of the care plan, the Trust should also support the child in relation to matters such as family tracing and, where appropriate, to continue living in the UK or to co-operate with repatriation arrangements (see part 5.12.- 5.16). Where the child continues to live in the UK and is an ‘eligible’ or ‘relevant’ child within the meaning of the Children (Leaving Care) Regulations (2005) he/she will be entitled to receive appropriate leaving care support in accordance with Articles 34A to 35D of the Children Order (see also Annex A26).

4.38 The flowchart at Annex A15 sets out the steps to be taken by PSNI and the Trust in relation to the child’s ongoing care.
5. THE NATIONAL REFERRAL MECHANISM (NRM) AND THE DECISION MAKING PROCESS

The NRM referral and report

5.1 The NRM is an international co-operative framework to allow member states of the Convention to identify, protect, and promote the human rights of trafficked persons in co-ordination with civil society. It facilitates the recording of as much information as possible regarding contact with potential victims of trafficking to enable the Competent Authority to make a decision on whether there are reasonable grounds to accept that the child may be a potential victim of trafficking and then conclusive grounds to accept that he is a victim of trafficking.

5.2 First Responders who are accepted public bodies and certain voluntary agencies may complete an NRM report on a child or adult who is a victim or suspected victim of trafficking. However, the Home Office has advised that Children’s Social Services Departments within each of the four UK national territories should normally be responsible for initiating the NRM in respect of child victims. In the case of Northern Ireland, the Trust in whose area the child is recovered will be the lead agency for the purposes of completing and returning the child’s NRM report to the UKHTC for a decision or referral to the competent authority.

5.3 A copy of the NRM report proforma is included in Annexes A11–A14. The report should, however, be completed online by the child’s social worker at:


The completed NRM should be returned to:

http://www.ukhtc.org

5.4 The target timescale for the submission of the NRM report is 48 hours from the identification of the child as a potential victim of trafficking. Additional information may be submitted at a later stage. The Competent Authority will normally contact the First Responder in advance of making the conclusive decision to check if there is any additional information to be considered.

5.5 In tandem with the NRM referral a separate immigration or asylum application claim may be initiated. It is essential therefore that a solicitor is engaged for the child at the earliest possible opportunity.
Guidance and e-learning

5.6 The UKBA guidance on trafficking and the NRM process for both frontline staff and UKBA Competent Authorities can be found at:


5.7 Where appropriate the UNOCINI assessment should be completed by the PSNI, the social worker and any other relevant agencies involved. From the information obtained, the practitioner should be able to present a summary of the evidence on NRM report form.

5.8 A new e-learning tool kit financed by the Home Office and developed by ECPAT (UK) (see part 6.5) provides practitioners with an additional resource to improve their skills in identifying and taking appropriate action to safeguard trafficked children. This may be accessed online at http://course.ecpat.org.uk.

Recovery and reflection period

5.9 The UK Government has decided that a recovery and reflection period of 45 days will routinely be granted where there are reasonable grounds to suspect that a person is a victim of trafficking. The Competent Authority will determine, once the NRM report has been received, if reasonable and - at a later stage - conclusive grounds have been established to record the child as a victim. Where there are ‘reasonable grounds’ to believe that the child is a victim he/she will be granted a 45 day extendable recovery and reflection period during which time the child will remain in the care of the Trust and will not be removed from the UK. Whilst the UKBA will consider separate or linked immigration and asylum issues simultaneously, no immigration decision will be served during this period. The expectation is that the “reasonable grounds” should be made within 5 working days. The child may be interviewed after 30 days of the reflection period, by the Competent Authority or the asylum case-owner to enable the collation of information to inform the NRM and/or asylum decision. Where reasonable grounds exist, the “conclusive grounds” decision will be served at the end of the 45 day recovery and reflection period.

5.10 Temporary resident permits may be granted in special circumstances to regularise the child’s stay in the UK. The child’s social worker should maintain close liaison with the child’s solicitor and the PSNI to ensure that the Competent Authority and the UKBA have access to all relevant information and that this is considered before any decisions are made on whether the child is a victim of trafficking. This will also assist communication and clarity regarding the child’s immigration status and his/her right to remain or not to remain in the UK.

5.11 The Competent Authority will communicate its conclusion regarding the child’s status by letter to the referring social worker.
Conclusive decision that a child has been trafficked

5.12 Where the child is recognised as a victim of trafficking and has agreed to help the PSNI with its investigations, the PSNI should apply for the child to be granted leave to remain in the UK on this basis. If the UKBA determines that this is appropriate, the child may be granted discretionary leave to remain for a period of 12 months, however the UKBA has a separate policy in relation to unaccompanied minors through which discretionary leave may be granted for a longer period in line with current immigration policy.

5.13 If the child is not assisting the PSNI with inquiries but wishes to remain in the UK, the UKBA will consider whether the child qualifies for leave to remain due to his/her personal circumstances, taking account of the special personal circumstances that may pertain in relation to child victims of trafficking. Discretionary leave for the child to remain may then be granted in line with current immigration policy.

5.14 If there are no circumstances that would lead to the granting of leave, the child should be assisted by the Trust to return home. Where a child is confirmed as a victim of trafficking and wishes to return home, the Trust must ensure that an appropriate repatriation process is in place which takes account of all potential risks and enables the child to return in a safe manner. The IOM\(^\text{12}\) (see part 6.4) may be able to assist voluntary returns of children to non-EU countries.

5.15 If the UKBA determines that there are no circumstances that would lead to the granting of leave to remain and the child does not wish to return to his/her country of origin, normal immigration procedures will apply. However, where there are no adequate arrangements in the child’s country of origin which would enable a safe return, the child will not be returned until he/she is aged 18 years. In each situation, the social worker should liaise with the child’s solicitor and the UKBA to determine next steps.

Conclusive decision that a child has not been trafficked

5.16 Where the conclusion is that the child is not considered to be a victim of trafficking, the UKBA will liaise with the PSNI and the Trust to ensure that all information has been gathered. If there are no other circumstances that would lead to the granting of leave then the UKBA will issue the conclusive decision to the child’s social worker and solicitor. The decision will not be issued directly to the child. Further representations may be made if additional information becomes available following the issue of the decision in line with current UKBA immigration policy. Representations regarding other reasons that the child should remain in the UK, not related to trafficking, should be made to the UKBA in the normal way i.e. through the asylum process. In line with policy the UKBA may offer assistance with the child’s voluntary return. If the child does not wish to return home voluntarily, normal immigration procedures will then apply. Where there are no adequate arrangements in the child’s country of origin which would enable a safe return, the child will not be returned until he/she is aged 18 years. The social worker should, in each situation liaise with the child’s solicitor and the UKBA to determine next steps.

\(^{12}\) International Organisation for Migration.
6. SOURCES OF INFORMATION AND SUPPORT

Practitioners working with child victims of trafficking may find the following contacts and sources of information helpful.

6.1 The Competent Authority for child victims of trafficking in Northern Ireland

The United Kingdom Human Trafficking Centre (UKHTC) [name of centre may change]
Web address: www.ukhtc.org
Telephone: 0114 219 7373 (National Referral Mechanism Team)

A multi-agency centre that provides a central point for the development of expertise and cooperation in relation to the trafficking of human beings. It works with other stakeholders from the governmental, non-governmental and inter governmental sectors in the UK and abroad.

UKBA
Telephone: 90191056 (Competent Authority contact for Northern Ireland)

Competent Authority functions under the Convention are discharged by the local Northern Ireland Office of the UK Border Agency.

6.2 The Law Centre (NI)

Web address: www.lawcentreni.org
Telephone: 028 9024 4402 (Belfast Office)
028 7126 2433 (Western Area Office)

A not-for-profit agency working to advance social welfare rights in Northern Ireland. The Law Centre will normally provide representation in appeals before the Asylum and Immigration Tribunal and any further relevant challenges by way of judicial review or via the Court of Appeal and beyond, where necessary. The Law Centre concentrates on appeals from decisions refusing political asylum and will also represent in other immigration appeals from time to time but as a lower priority. It prioritises representation for asylum appeals, strategic cases, detained clients, foreign national prisoners and vulnerable clients subject to imminent removal.

6.3 The NSPCC National Child Trafficking Advice and Information Line (CTAIL)

Web: www.nspcc.org.uk/inform/resourcesforprofessionals/freshstart/ctail
Telephone: 0800 107 7057

An NSPCC initiative part funded by the Home Office to provide advice, information and safeguarding guidance in relation to children and young people who are suspected to have been, or who may have been, trafficked internally and across
6.4 International Organisation for Migration (UK)
Web address:  www.iomlondon.org
Telephone:  020 7233 0001

IOM UK runs two voluntary return programmes: one is for anyone who has been in the asylum system at any stage – applying, appealing, refused – (VARRP); another for irregular migrants – who have overstayed their visas or have been smuggled or trafficked into the country (AVRIM). Under both programmes IOM arranges flights and onward transportation to the home doorstep but under the scheme for asylum seekers IOM also delivers Reintegration Assistance in the country of return.

6.5 ECPAT (UK)
Web address:  www.ecpat.org.uk
Telephone:  0207 233 9887

ECPAT UK stands for End Child Prostitution, Child Pornography and the Trafficking of Children for Sexual Purposes. It is a children’s rights organisation campaigning against the commercial sexual exploitation of children in the UK and on its international aspects. In particular, it focuses on the protection of trafficked children and children exploited in tourism and the prevention of such crimes.

6.6 The Child Exploitation and Online Protection Centre (CEOP)
Web address:  www.ceop.gov.uk
Telephone:  0870 000 3344

CEOP delivers a multi-agency service dedicated to tackling the exploitation of children. That means building intelligence around the risks, tracking and bringing offenders to account either directly or with local and international police forces and working with children and parents to deliver the ThinkuKnow internet safety programme.

6.7 Missing People UK
Web address:  missingpeople.org.uk
Telephone:  020 8392 4527 (Missing from Care Team)

Missing People is a voluntary organisation that provides support for missing children, vulnerable adults and families. It offers specialist advice and practical support as well as searching and securing publicity. Local Authorities in England fund the Missing People’s Missing from Care Team that provides a specialist service to LA children’s social care when any of their ‘looked after’ children go missing. LA children’s social care professionals can contact the Missing from Care Team.
6.8 **The Children’s Legal Centre (CLC)**
Web address: [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)
Telephone: 1206 877 910

CLC is an independent national charity concerned with law and policy affecting children and young people. It provides a range of information and services, including the Migrant Children’s Project, and aims to assist non-legal specialists and front-line professionals and carers in ensuring that the children with whom they are dealing obtain the services and assistance to which they are legally entitled. CLC has recently brought out a guide to working with separated refugee and asylum seeking children, aimed at social workers and other professionals working with these children which can be downloaded from the website.

6.9 **Voice of Young People in Care (VOYPIC)**
Web address: [www.voypic.org](http://www.voypic.org)
Telephone: 9024 4888
Advocacy Line 08450 742 942 (including out of hours)

VOYPIC is an independent charity concerned with the advancement of education and general welfare of children and young people in Northern Ireland who have experience of being in care or being looked after by voluntary or statutory bodies. VOYPIC provide an Advocacy Service, which is a confidential service outside of Social Services where children and young people can get advice, information and support tailored to suit their needs.
Child’s support provided by the Trust. Protection needs assessed, **possibly** using child trafficking toolkit and as soon as possible thereafter, UNOCINI assessment proforma. In the case of an age disputed child, Trust accommodates child/young person pending “Merton” compliant age assessment.

**First Encounter:**
Front line Agency eg UKBA, PSNI, Trust, identifies vulnerable child.

 Trafficking indicators present.

UKBA use Child Welfare Referral Form

Referral to Trust’s Gateway Team for support and detailed assessment with PSNI of child’s protection needs

Trust social worker or **exceptionally** other lead professional

Referral to UKHTC Competent Authority

**Consideration of referral**

Extra relevant information passed to CA as appropriate

Reasonable Grounds Decision

Contact key agencies for information during decision making process, eg Police, first responder, Trust or other support provider

Agencies can also provide additional information

Where appropriate outstanding immigration issues eg asylum consider in parallel. Individual will not be removed. Specialist asylum support procedures in place

No imposed timescale but target of 48 hours

**Asylum claim made?**

- **No**
  - Any removal postponed until after reasonable grounds decision

- **Yes**
  - Asylum Colleagues to be aware of trafficking referral and consider

Five Working Days
(To be extended where necessary)
Trust remains responsible for meeting identified protection needs regardless of Competent Authority judgement. Any further information collected and assessed, including via the trafficking matrix or UNOCINI, and relevant information passed to Competent Authority. Competent Authority will consider relevant information even after a negative initial decision.

**Yes**
- Decision letter to victim
- Reflection and recovery period granted. Trust Social Worker notified
- Temporary Admission/Temporary Release
- Gather information for conclusive grounds decision.
- Are victims willing to cooperate in criminal investigation? Application for residence permit? Consider extension to reflection period
- Conclusive Decision
- Consult with any other relevant partner agencies – eg police, voluntary organisation
- 45 Day reflection period (extended where appropriate, length according to need)

**No**
- Decision letter sent
- Trust Social Worker notified
- Continue to consider any immigration issue
- Extended time
- 30 Days

**Two-way information flow between Trust Social Worker and CA**
Trust care continues according to statutory obligations and article 12 of the Convention.

- Residence permit issued in accordance with the best interests of the child, including personal circumstances and co-operation with the police (application made by police following normal procedures)
  - Decision letter sent out – Conclusive decision and no residence permit
  - Relevant authorities notified
  - Review of residence permit

- No residence permit
  - Decision letter sent out – Conclusive decision and no residence permit
  - Relevant authorities notified
  - Assisted Voluntary return if in best interests

- Decision letter sent out
  - Relevant authorities notified
  - Relevant immigration procedures continues

Where appropriate outstanding immigration issues eg asylum concluded in parallel
SEXUAL EXPLOITATION

People who have been trafficked for the purpose of sexual exploitation may:

- Be of any age, although the age may vary according to the location and the market
- Move from one brothel to the next or work in various locations
- Be escorted whenever they go to and return from work and other outside activities
- Have tattoos or other marks indicating “ownership” by their exploiters
- Work long hours or have few if any days off
- Live or travel in a group, sometimes with other women who do not speak the same language
- Have very few items of clothing
- Have clothes that are mostly the kind typically worn for doing sex work
- Only know how to say sex-related words in the local language or in the language of the client group
- Have no cash of their own
- Be unable to show an identity document

The following might also indicate that children have been trafficked:

- There is evidence that suspected victims have had unprotected and/or violent sex.
- There is evidence that suspected victims cannot refuse unprotected and/or violent sex.
- There is evidence that a person has been bought and sold.
- There is evidence that groups of women are under the control of others.
- Advertisements are placed for brothels or similar places offering the services of women of a particular ethnicity or nationality.
- It is reported that sex workers provide services to a clientele of a particular ethnicity or nationality.
- It is reported by clients that sex workers do not smile.

LABOUR EXPLOITATION

People who have been trafficked for the purpose of labour exploitation are typically made to work in sectors such as the following: agriculture, construction, entertainment, service industry and manufacturing (in sweatshops).

People who have been trafficked for labour exploitation may:

- Live in groups in the same place where they work and leave those premises infrequently, if at all
- Live in degraded, unsuitable places, such as in agricultural or industrial buildings
- Not be dressed adequately for the work they do: for example, they may lack protective equipment or warm clothing
- Be given only leftovers to eat
- Have no access to their earnings
- Have no labour contract
- Work excessively long hours
- Depend on their employer for a number of services, including work, transportation and accommodation

- Have no choice of accommodation
- Never leave the work premises without their employers
- Be unable to move freely
- Be subject to security measures designed to keep them on the work premises
- Be disciplined through fines
- Be subjected to insults, abuse, threats or violence
- Lack basic training and professional licences

The following might also indicate that people have been trafficked for labour exploitation:

- Notices have been posted in languages other than the local language.
- There are no health and safety notices.
- The employer or manager is unable to show the documents required for employing workers from other countries.
- The employer or manager is unable to show records of wages paid to workers.
- The health and safety equipment is of poor quality or is missing.
- Equipment is designed or has been modified so that it can be operated by children.
- There is evidence that labour laws are being breached.
- There is evidence that workers must pay for tools, food or accommodation or that those costs are being deducted from their wages.

BEGGING AND PETTY CRIME

People who have been trafficked for the purpose of begging or committing petty crimes may:

- Be children, elderly persons or disabled migrants who tend to beg in public places and on public transport
- Be children carrying and/or selling illicit drugs
- Have physical impairments that appear to be the result of mutilation
- Be children of the same nationality or ethnicity who move in large groups with only a few adults
- Be unaccompanied minors who have been “found” by an adult of the same nationality or ethnicity
- Move in groups while travelling on public transport: for example, they may walk up and down the length of trains
- Participate in the activities of organised criminal gangs
- Be part of large groups of children who have the same adult guardian
- Be punished if they do not collect or steal enough
- Live with members of their gang
- Travel with members of their gang to the country of destination
- Live, as gang members, with adults who are not their parents
- Move daily in large groups and over considerable distances

The following might also indicate that people have been trafficked for begging or for committing petty crimes:

- New forms of gang-related crime appear.
- There is evidence that the group of suspected victims has moved, over a period of time, through a number of countries.
- There is evidence that suspected victims have been involved in begging or in committing petty crimes in another country.
Not all the indicators listed below are present in all situations involving trafficking in humans. Although the presence or absence of any of the indicators neither proves nor disproves that human trafficking is taking place, their presence should lead to investigation.

Victims of trafficking in humans can be found in a variety of situations. You can play a role in identifying such victims.

**GENERAL INDICATORS**

People who have been trafficked may:

- Believe that they must work against their will
- Be unable to leave their work environment
- Show signs that their movements are being controlled
- Feel that they cannot leave
- Show fear or anxiety
- Be subjected to violence or threats of violence against themselves or against their family members and loved ones
- Suffer injuries that appear to be the result of an assault
- Suffer injuries or impairments typical of certain jobs or control measures
- Suffer injuries that appear to be the result of the application of control measures
- Be distrustful of the authorities
- Be threatened with being handed over to the authorities
- Be afraid of revealing their immigration status
- Not be in possession of their passports or other travel or identity documents, as those documents are being held by someone else
- Have false identity or travel documents
- Be found in or connected to a type of location likely to be used for exploiting people
- Be unfamiliar with the local language
- Not knowing their home or work address
- Allow others to speak for them when addressed directly
- Act as if they were instructed by someone else
- Be forced to work under certain conditions
- Be disciplined through punishment
- Be unable to negotiate working conditions
- Receive little or no payment
- Have no access to their earnings
- Work excessively long hours over long periods
- Not have any days off
- Live in poor or substandard accommodations
- Have no access to medical care
- Have limited or no social interaction
- Have limited contact with their families or with people outside of their immediate environment
- Be unable to communicate freely with others
- Be under the perception that they are bonded by debt
- Be in a situation of dependence
- Come from a place known to be a source of human trafficking
- Have had the fees for their transport to the country of destination paid for by facilitators, whom they must pay back by working or providing services in the destination
- Have acted on the basis of false promises

**CHILDREN**

Children who have been trafficked may:

- Have no access to their parents or guardians
- Look intimidated and behave in a way that does not correspond with behaviour typical of children their age
- Have no friends of their own age outside of work
- Have no access to education
- Have no time for playing
- Live apart from other children and in substandard accommodations
- Eat apart from other members of the “family”
- Be given only leftovers to eat
- Be engaged in work that is not suitable for children
- Travel unaccompanied by adults
- Travel in groups with persons who are not relatives
- The following might also indicate that children have been trafficked:
  - The presence of child-sized clothing typically worn for doing manual or sex work
  - The presence of toys, beds and children’s clothing in inappropriate places such as brothels and factories
  - The claim made by an adult that he or she has “found” an unaccompanied child
  - The finding of unaccompanied children carrying telephone numbers for calling taxis
  - The discovery of cases involving illegal adoption

**DOMESTIC SERVITUDE**

People who have been trafficked for the purpose of domestic servitude may:

- Live with a family
- Not eat with the rest of the family
- Have no private space
- Sleep in a shared or inappropriate space
- Be reported missing by their employer even though they are still living in their employer’s house
- Never or rarely leave the house for social reasons
- Never leave the house without their employer
- Be given only leftovers to eat
- Be subjected to insults, abuse, threats or violence
## PSNI Contact Details
(includes 24-hour contact)

### Crime Operations Branch

<table>
<thead>
<tr>
<th>Name / Dept</th>
<th>Area Covered</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Duty Detective Inspector</td>
<td>Northern Ireland</td>
<td>0845 600 8000 / 028 9065 0222</td>
</tr>
</tbody>
</table>

### District PSNI

**Criminal Investigation Departments / Public Protection Units**

<table>
<thead>
<tr>
<th>Name</th>
<th>Area Covered</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>A District</td>
<td>North / West Belfast</td>
<td>0845 600 8000 / 028 9065 0222</td>
</tr>
<tr>
<td></td>
<td>Belfast</td>
<td></td>
</tr>
<tr>
<td>B District</td>
<td>South / East Belfast</td>
<td>0845 600 8000 / 028 9065 0222</td>
</tr>
<tr>
<td></td>
<td>Belfast</td>
<td></td>
</tr>
<tr>
<td>C District</td>
<td>Down / Ards</td>
<td>0845 600 8000 / 028 9065 0222</td>
</tr>
<tr>
<td>D District</td>
<td>Lisburn, Antrim, Newtownabbey, Carrickfergus</td>
<td>0845 600 8000 / 028 9065 0222</td>
</tr>
<tr>
<td>E District</td>
<td>Craigavon, Newry and Mourne, Banbridge, Armagh</td>
<td>0845 600 8000 / 028 9065 0222</td>
</tr>
<tr>
<td></td>
<td>Newry - 028 3026 5500</td>
<td></td>
</tr>
<tr>
<td>F District</td>
<td>Fermanagh, Omagh, Cookstown, Dungannon and South Tyrone</td>
<td>0845 600 8000 / 028 9065 0222</td>
</tr>
<tr>
<td></td>
<td>Omagh – 028 8224 6177</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Dungannon – 028 8775 2525</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Enniskillen – 028 6632 2823</td>
<td></td>
</tr>
<tr>
<td>G District</td>
<td>Limavady, Magherafelt, Foyle, Strabane</td>
<td>0845 600 8000 / 028 9065 0222</td>
</tr>
<tr>
<td></td>
<td>Londonderry – 028 7136 7337</td>
<td></td>
</tr>
<tr>
<td>H District</td>
<td>Coleraine, Ballymoney, Moyle, Ballymena, Larne</td>
<td>0845 600 8000 / 028 9065 0222</td>
</tr>
<tr>
<td></td>
<td>Coleraine – 028 7034 4122</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ballymena – 028 2565 3355</td>
<td></td>
</tr>
</tbody>
</table>

Please note that Public Protection Units can be contacted during normal office hours on Monday to Friday. Outside these hours please contact the Duty Detective Inspector in Crime Operations Branch.
WOMEN’S AID

Provides support services for adult female victims of trafficking in human beings for the purposes of sexual exploitation.

Women’s Aid Regional Office
129 University Street
Belfast
BT7 1HP

Tel: 02890 249041
Fax: 02890 239296
email: info@womensaidni.org
Web: www.niwaf.org

24- Hour Helpline 0800 917 1414

<table>
<thead>
<tr>
<th>Local Group</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Newry Refuge</td>
<td>028 3026 7174</td>
</tr>
<tr>
<td>Derry Refuge</td>
<td>028 7134 4499</td>
</tr>
</tbody>
</table>

MIGRANT WORKER’S HELPLINE

Provides support services for adult male victims of trafficking in human beings for the purposes of sexual exploitation.

Migrant Helpline
Charlton House
Dour Street
Dover
CT16 1AT

Tel: 01304 203977
Fax: 01204 203995
web: www.migranthelpline.org.uk
# Health and Social Care Trusts Gateway Services for Children’s Social Work

## Contact Details for Referrals of Child Victims of Trafficking

<table>
<thead>
<tr>
<th>Belfast HSC Trust</th>
<th>Belfast HSC Trust</th>
<th>Belfast HSC Trust</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Telephone (for referral)</strong></td>
<td>028 90507000</td>
<td><strong>Telephone (for referral)</strong></td>
</tr>
<tr>
<td><strong>Areas</strong></td>
<td>Greater Belfast area</td>
<td><strong>Areas</strong></td>
</tr>
<tr>
<td><strong>Further Contact Details</strong></td>
<td>Greater Belfast Gateway Team 110 Saintfield Road Belfast, BT8 6HD</td>
<td><strong>Further Contact Details</strong></td>
</tr>
<tr>
<td><strong>Website</strong></td>
<td><a href="http://www.belfasttrust.hscni.net/">http://www.belfasttrust.hscni.net/</a></td>
<td><strong>Website</strong></td>
</tr>
<tr>
<td><strong>Out of Hours</strong></td>
<td>028 90565444 Emergency Service (after 5pm each evening at weekends, and public/bank holidays)</td>
<td><strong>Out of Hours</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>South Eastern HSC Trust</th>
<th>South Eastern HSC Trust</th>
<th>South Eastern HSC Trust</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Telephone (for referral)</strong></td>
<td>03001000300</td>
<td><strong>Telephone (for referral)</strong></td>
</tr>
<tr>
<td><strong>Areas</strong></td>
<td>Lisburn, Dunmurry, Moira, Hillsborough, Bangor, Newtownards, Ards Peninsula, Comber, Downpatrick, Newcastle and Ballynahinch</td>
<td><strong>Areas</strong></td>
</tr>
<tr>
<td><strong>Further Contact Details (for ongoing professional liaison)</strong></td>
<td>Greater Lisburn Gateway Team Stewartstown Road Health Centre 212 Stewartstown Road Dunmurry Belfast, BT17 0FG Tel: 028 90602705 Fax: 028 90629827</td>
<td><strong>Further Contact Details (for ongoing professional liaison)</strong></td>
</tr>
<tr>
<td><strong>Website</strong></td>
<td><a href="http://www.setrust.hscni.net/">http://www.setrust.hscni.net/</a></td>
<td><strong>Website</strong></td>
</tr>
<tr>
<td><strong>Out of Hours</strong></td>
<td>028 90565444 Emergency Service (after 5pm each evening at weekends, and public/bank holidays)</td>
<td><strong>Out of Hours</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Northern HSC Trust</th>
<th>Northern HSC Trust</th>
<th>Northern HSC Trust</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Telephone (for referral)</strong></td>
<td>03001234333</td>
<td><strong>Telephone (for referral)</strong></td>
</tr>
<tr>
<td><strong>Areas</strong></td>
<td>Antrim, Carrickfergus, Newtownabbey, Larne, Ballymena, Cookstown, Magherafelt, Ballycastle, Ballymoney, Portrush and Coleraine</td>
<td><strong>Areas</strong></td>
</tr>
<tr>
<td><strong>Further Contact Details (for ongoing professional liaison)</strong></td>
<td>Central Gateway Team Unit 5A, Toome Business Park Hillhead Road Toomebridge, BT41 3SF Tel: 028 7965 1020 Fax: 028 7965 1036</td>
<td><strong>Further Contact Details (for ongoing professional liaison)</strong></td>
</tr>
<tr>
<td><strong>Website</strong></td>
<td><a href="http://www.northerntrust.hscni.net/">http://www.northerntrust.hscni.net/</a></td>
<td><strong>Website</strong></td>
</tr>
<tr>
<td><strong>Out of Hours</strong></td>
<td>028 94468833 Emergency Service (after 5pm each evening at weekends, and public/bank holidays)</td>
<td><strong>Out of Hours</strong></td>
</tr>
</tbody>
</table>
### Southern HSC Trust

<table>
<thead>
<tr>
<th>Telephone (for referral)</th>
<th>08007837745</th>
</tr>
</thead>
<tbody>
<tr>
<td>Areas</td>
<td>Craigavon, Banbridge, Dromore, Lurgan, Portadown, Gilford, Armagh, Coalisland, Dungannon, Fivemiletown, Markethill, Moy, Tandragee, Ballygawley, Newry City, Bessbrook, Annalong, Rathfriland, Warrenpoint, Crossmaglen, Kilkeel, Newtownhamilton</td>
</tr>
<tr>
<td>Further Contact Details</td>
<td>Craigavon/Banbridge Gateway Team Brownlow H&amp;SS Centre 1 Legahory Centre Craigavon, BT65 5BE Tel: 028 38343011 Fax: 028 38324366  Newry/Mourne Gateway Team Dromalane House Dromalane Road Newry, BT35 8AP Tel: 028 30825000 Option 1 Fax: 028 30825016  Armagh/Dungannon Gateway Team South Tyrone Hospital Carland Road Dungannon, BT71 4AU Tel: 028 87713506 Fax: 028 87713671  Central Gateway Team Gosford Place The Mall West Armagh, BT61 9AR Tel: 028 37415285 Fax: 028 37522544</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.southerntrust.hscni.net/">http://www.southerntrust.hscni.net/</a></td>
</tr>
<tr>
<td>Out of Hours</td>
<td>028 38334444 Emergency Service (after 5pm each evening at weekends, and public/bank holidays)</td>
</tr>
</tbody>
</table>

### Western HSC Trust

<table>
<thead>
<tr>
<th>Telephone (for referral)</th>
<th>028 71314090</th>
</tr>
</thead>
<tbody>
<tr>
<td>Areas</td>
<td>Derry, Limavady, Strabane, Omagh and Enniskillen</td>
</tr>
<tr>
<td>Further Contact Details</td>
<td>Derry Gateway Team Whitehill, 106 Irish Street Derry, BT47 2ND Tel: 028 71314090 Fax: 028 71314091  Omagh Gateway Team Tyrone and Fermanagh Hospital 1 Donaghanie Road Omagh, BT79 ONS Tel: 028 66344103  Enniskillen Gateway Team 2 Coleshill Road Enniskillen BT747HG Tel: 028 66344103</td>
</tr>
<tr>
<td>Website</td>
<td><a href="http://www.westerntrust.hscni.net/">http://www.westerntrust.hscni.net/</a></td>
</tr>
<tr>
<td>Out of Hours</td>
<td>028 71345171 Emergency Service (after 5pm each evening at weekends, and public/bank holidays)</td>
</tr>
</tbody>
</table>
Health and Social Care Trusts  
Contact Details for Sexual Health Screening  
Genito-Urinary Medicine Clinics

<table>
<thead>
<tr>
<th>Trust Area</th>
<th>Contact for Appointment</th>
</tr>
</thead>
</table>
| Belfast and South Eastern Trust Areas   | Royal Victoria Hospital  
Level 3 Outpatients  
Walk in Clinics Monday, Wednesday, Thursday and Friday mornings from 8.30 am. Appointments can be pre-booked  
Tel: 028 9063 4050 / 4054                                                                   |
| Northern Trust Area                     | Causeway Hospital  
Outpatients Department 2  
Coleraine  
Clinic Tuesday at 5.00 pm and Friday at 1.30pm  
Tel: 028 7034 6028                                                                            |
| Southern Trust Area                     | Daisy Hill Hospital (Wednesday afternoon clinic only)  
Newry  
Tel: 028 3083 5050                                                                            |
| Western Trust Area                      | Anderson House  
Altnagelvin Hospital  
(Friday morning clinic only)  
Tel: 028 7161 1269                                                                            |
NATIONAL REFERRAL MECHANISM FOR CHILD VICTIMS OF TRAFFICKING
REPORT TO COMPETENT AUTHORITY FOR DECISION

When completed, please e-mail this form and matrix of indicators to UKHTC at the following
SECURE email address: nrm@ukhtc.pnn.police.uk

<table>
<thead>
<tr>
<th>Section A - Personal Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last name:</td>
</tr>
<tr>
<td>First name(s):</td>
</tr>
<tr>
<td>Also known as:</td>
</tr>
<tr>
<td>D.O.B (if known):</td>
</tr>
<tr>
<td>Age (approx. if not known):</td>
</tr>
<tr>
<td>Sex:</td>
</tr>
<tr>
<td>Place of birth:</td>
</tr>
<tr>
<td>Nationality:</td>
</tr>
<tr>
<td>Language:</td>
</tr>
<tr>
<td>Any English spoken/interpreter needed:</td>
</tr>
<tr>
<td>Immigration status:</td>
</tr>
<tr>
<td>Competent Authority referred to: UK Border Agency / UK Human Trafficking Centre</td>
</tr>
</tbody>
</table>

| Home Office ref:             |
| Work Permit ref:             |
| Any other reference numbers including NRUC if the child is a UASC: |
| UK Home address:             |

<table>
<thead>
<tr>
<th>Section B - Contact details of person making referral</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name:</td>
</tr>
<tr>
<td>Job title:</td>
</tr>
<tr>
<td>Organisation and Local Authority area:</td>
</tr>
</tbody>
</table>

| Tel:                                                   |
| Fax:                                                   |
| Mobile:                                                |
| Email:                                                 |
| Signature and date:                                   |

| 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:                                           |
## Child development

<table>
<thead>
<tr>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Claims to have been exploited through sexual exploitation, severely</td>
<td>Labour exploitation, domestic servitude, forced marriage, physical abuse,</td>
</tr>
<tr>
<td>violence by another person.</td>
<td>drug dealing by another person</td>
</tr>
<tr>
<td>Physical symptoms of exploitative abuse (sexual, physical etc)</td>
<td></td>
</tr>
<tr>
<td>Underage marriage</td>
<td></td>
</tr>
<tr>
<td>Physical indication of working (overly tired in school, indications of manual</td>
<td></td>
</tr>
<tr>
<td>labour - condition of hands, backache etc)</td>
<td></td>
</tr>
<tr>
<td>Sexually transmitted infection or unwanted pregnancy</td>
<td></td>
</tr>
<tr>
<td>Stays very similar to those given by others, perhaps indicating they have</td>
<td></td>
</tr>
<tr>
<td>been coached.</td>
<td></td>
</tr>
<tr>
<td>Significantly older boyfriend / girlfriend</td>
<td></td>
</tr>
<tr>
<td>Emerging evidence of drug use.</td>
<td></td>
</tr>
<tr>
<td>Returning after missing, looking well cared for despite no known base</td>
<td></td>
</tr>
<tr>
<td>Claims to have been in UK for years but have not learnt local language or</td>
<td></td>
</tr>
<tr>
<td>culture.</td>
<td></td>
</tr>
</tbody>
</table>

---

## Parenting capacity

<table>
<thead>
<tr>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required to earn a minimum amount of money every day</td>
<td></td>
</tr>
<tr>
<td>Involved in criminally highlighting involvement of adults (e.g.</td>
<td></td>
</tr>
<tr>
<td>recovered from cannabis farm / factory / street crime / petty theft,</td>
<td></td>
</tr>
<tr>
<td>pick pocketing, begging etc)</td>
<td></td>
</tr>
<tr>
<td>Performs excessive household chores and rarely leaves the residence</td>
<td></td>
</tr>
<tr>
<td>Reports from reliable sources suggest likelihood of sexual</td>
<td></td>
</tr>
<tr>
<td>exploitation, including being seen in places known to be used for</td>
<td></td>
</tr>
<tr>
<td>sexual exploitation.</td>
<td></td>
</tr>
<tr>
<td>Unusual hours / regular patterns of child leaving or returning to</td>
<td></td>
</tr>
<tr>
<td>placement which indicates probable working.</td>
<td></td>
</tr>
<tr>
<td>Accompanied by an adult who may not be the legal guardian and insists on</td>
<td></td>
</tr>
<tr>
<td>remaining with the child at all times.</td>
<td></td>
</tr>
<tr>
<td>Limited freedom of movement</td>
<td></td>
</tr>
</tbody>
</table>

---

## Family / environment

<table>
<thead>
<tr>
<th>Description</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Located / recovered from a place of exploitation (brothel,</td>
<td></td>
</tr>
<tr>
<td>cannabis farm, involved in crime etc)</td>
<td></td>
</tr>
<tr>
<td>Denial of living by another person</td>
<td></td>
</tr>
<tr>
<td>Claims to be in debt bondage or owed money to other persons (e.g.</td>
<td></td>
</tr>
<tr>
<td>for travel costs, being controlled over own earnings)</td>
<td></td>
</tr>
<tr>
<td>Insiders explained undisclosed phone calls after child's return from</td>
<td></td>
</tr>
<tr>
<td>placement / temporary accommodation.</td>
<td></td>
</tr>
<tr>
<td>No passport / other means of identity.</td>
<td></td>
</tr>
<tr>
<td>Unable or reluctant to give accommodation or other personal details</td>
<td></td>
</tr>
<tr>
<td>Fabric documentation or genuine documentation that has been</td>
<td></td>
</tr>
<tr>
<td>altered / fraudulently obtained; or the child claims that their</td>
<td></td>
</tr>
<tr>
<td>details (name, DOB) on the documentation are incorrect</td>
<td></td>
</tr>
<tr>
<td>sunrise, no previous identification.</td>
<td></td>
</tr>
<tr>
<td>Entered country illegally</td>
<td></td>
</tr>
<tr>
<td>Journey or visa arranged by someone other than themselves or their family</td>
<td></td>
</tr>
<tr>
<td>Registered at multiple addresses</td>
<td></td>
</tr>
</tbody>
</table>

---

### Additional notes:

- Possible inappropriate use of the internet and forming online relationships, particularly with adults.
- Accounts of social activities with no plausible explanation of the source of necessary funding.
- Entering or leaving vehicles driven by unknown adults.
- Adults living outside the child's usual place of residence.
- Leaving home / care setting in clothing unusual for the individual child (appropriate for age, borrowing clothing from older people etc).
- Works in various locations.
- One among a number of unrelated children found at one address.
- Having keys to premises other than those known about.
- Going missing and being found in areas where they have no known links.
Section G - Evidence to support reasons for referral (2 pages available)

Please use this section to:
1. expand on the circumstances/details of the encounter or contact and
2. provide supporting evidence for the indicators that you have identified in the matrix
3. provide any other relevant information that you consider may be important and wish to include e.g. details of behaviour, abuse and neglect
4. movements into, within or out of the UK, including dates (if known)
5. name of any adults, exploiters or trafficker (if known)
6. and any action you have taken including referral to other agencies e.g. Police, local authorities, Missing persons, NGOs etc
7. provide any method of entry details where the subject is a foreign national.

(If a separate sheet is required, please indicate that section G is continued and provide with referral)
STEPS TO SUPPORT A CHILD WHO IS A SUSPECTED VICTIM OF TRAFFICKING

Child identified as a result of Police operation or brought to the attention of the Trust by some other means

Child taken by PSNI to Medical and Interviewing Suite

PSNI
(a) Contacts Trust’s Gateway team/ out of hours duty social worker
(b) Obtains interpreter if necessary
(c) Arranges forensic medical examination, if necessary
(d) Assists NRM process and related assessments, including UNOCINI assessment

IF CHILD NOT RECOVERED THROUGH POLICE OPERATION, IMMEDIATE REFERRAL BY TRUST SOCIAL WORKER TO PSNI ORGANISED CRIME BRANCH

Social worker makes an initial assessment of the needs of child including the assessment of risks, health, determines and arranges care placement and ongoing interpreting needs – child becomes “looked after”

Social worker completes and returns NRM report to the Competent Authority with input from PSNI, if possible, within 48 hours

With child’s consent makes a referral to Law Centre (NI)

If necessary arranges for Merton-compliant age assessment

Social worker attends the Medical and Interviewing Suite and is present at PSNI interviews. Regional Child Protection Policies and Procedures implemented.

Social worker completes UNOCINI assessment framework, implements the Looked After Child procedures, formulates the care plan for the child and complies with LAC review requirements

Liaises with child’s solicitor, PSNI, the Competent Authority and the UKBA and provides any additional information or reports necessary to support the child’s case.

Trust considers whether child requires protection of the family court

Conclusive decision – child confirmed as victim of trafficking

If child wishes to return home, social worker assists this process. If child given leave to remain, Trust maintains child in appropriate care placement. If child not given leave to remain and wishes to stay in the UK, social worker liaises with child’s solicitor and UKBA to determine next steps

Conclusive decision – child not confirmed as victim of trafficking

If child wishes to return home, social worker assists this process. If child given leave to remain, Trust maintains child in appropriate care placement. If child not given leave to remain but wishes to stay in the UK, social worker liaises with child’s solicitor and UKBA to determine next steps.
26th January 2010

Dear Colleague,

Re: Notification Reports of Young People aged 16 and 17 placed in unregulated accommodation

In early September I wrote to you to request that notification reports were completed and sent to the Board in respect of all new placements of young people aged 16 and 17 into unregulated placements. Detailed guidance notes were included on the form. The Board has received a number of these forms from each Trust area over the last four months.

As part of revised governance arrangements I am attaching an amended notification report form for dissemination to all relevant staff in Gateway, Family Intervention /Support and Looked after children including 16+ teams.

From 1st February 2010 this revised form must be completed in respect of all new Trust placements of young people aged 16 and 17 years in unregulated accommodation, and also for all moves from one unregulated arrangement to another.

In addition, in order to capture all placements made before the reporting period commenced, the form must be completed in respect of all placements in unregulated accommodated on 1st January 2010 which have not previously been notified to the Board. These retrospective
notification forms should be sent to Tony Rodgers ADSS by February 18th at Tony.Rodgers@hscni.net.

On 11th November the Board organised a regional workshop on meeting the accommodation ad support needs of care leavers and young homeless aged 16 and 17 years. The rationale for these notifications was clarified, including the legal status of these placements. For your information please find attached a copy of the legal advice from DLS pertaining to Article 27(2)f of the Children Order and unregulated placements. It confirms that Trusts can maintain a looked after young person in any arrangement that seems appropriate to them as the Authority, as long as it complies with any regulations made by the Department. This does not assume that there will always be regulations only that if regulations exist they will be complied with. In other words lack of specific regulation in respect of an accommodation arrangement is not in itself a bar to placement.

While this does give Trusts some flexibility about placement arrangements for 16 and 17 year old young people the legislation is quite clear that theses arrangements must be appropriate and suitable, meet the young persons assessed needs, and take into account the young persons wishes and feelings.

In addition and importantly any provider facility must not meet the definition of a children’s home by providing wholly or mainly for young people under the age of 18 years. In this instance the law would require the facility to register as a children’s home.

It is acknowledged that unregulated placements will only be appropriate for a very small minority of looked after young people. Placements in unregulated accommodation must always be made following an assessment of the needs of the young person, including a risk assessment, and must underpin a robust care plan or pathway plan as appropriate. In agreeing to place a young person in an unregulated placement Trusts must continue to meet their considerable duties to safeguard and promote the welfare of the looked after young person.

The Board would like to re-affirm their position that placement in bed and breakfast accommodation or in generic hostels is not appropriate accommodation for young people aged 16 and 17 years of age.

To date, many of the young peoples placements reviewed by the Board are considered both suitable and appropriate taking into account the
individual circumstances and wishes and feelings of this group of young people. Many have been in good quality jointly commissioned supported accommodation projects for young people aged 16-25 years. While the supported accommodation sector is currently unregulated the Board understands that the DHSSPSNI is giving serious consideration to introducing regulations for this sector in the future.

If you or your staff has any queries at all about the notification form or the contents of this letter please do not hesitate to contact either Una Lernihan (una.lernihan@hscni.net) or Deirdre Coyle (Deirdre.coyle@hscni.net).

Yours sincerely

Fionnuala McAndrew
Director of Social Care and Children
21st October 2009

Dear Una,

Re: Interpretation of Article 27(2)f Children (NI) Order 1995

Thank you for seeking legal opinion about the interpretation of Article 27 (2) f of the Children (NI) Order 1995.

Accommodation and maintenance for children
27.- (1) Every authority looking after a child shall-
(a) when he is in the care of the authority, provide accommodation for him; and
(b) maintain him in other respects apart from providing accommodation for him.
(2) An authority shall provide accommodation and maintenance for any child whom it is looking after by-
(a) placing him (subject to paragraph (5) and any regulations made by the Department) with-
(i) a family;
(ii) a relative of his; or
(iii) any other suitable person,

on such terms as to payment by the authority and otherwise as the authority may determine;
(b) maintaining him in a home provided under Part VII;
(c) maintaining him in a voluntary home;
(d) maintaining him in a registered children’s home;
(e) maintaining him in a home or institution provided by a government department or a prescribed public body;

Providing Support to Health and Social Care
A20

(i) making such other arrangements as-

(ii) seem appropriate to the authority; and

(ii) comply with any regulations made by the Department.

I concur with your view that this clause means that a Trust can maintain a looked after young person in any arrangement that seems appropriate to them as the Authority, as long as it complies with any regulations made by the Department. This does not assume that there will be regulations only that if they exist in respect of this type of arrangement, then they must be complied with.

There are regulations in respect of children’s homes and fostering arrangements (including friends and families) however currently there are no regulations for supported accommodation facilities, that is of course as long as they do not meet the definition of a children’s home, by providing wholly or mainly for children or young people under the age of 18 years.

To summarise, currently there are no specific regulations with which Supported Accommodation facilities must comply. However this is not a bar to placement. Therefore a looked after young person aged 16 or 17 can be placed in a supported accommodation facility as long as it is deemed to be the an appropriate placement for them, meets their assessed needs, and has given due regard to their wishes and feelings. In addition the facility must not provide wholly or mainly for looked after children as it would then be required to register as a children’s home. The admission criteria or statement of purpose of the supported accommodation facility should clearly state that the facility is not mainly or wholly for those aged under 18 years and that its purpose is the provision of housing support, care and accommodation for vulnerable young people aged 16 – 21 years to enable them to progress towards more independent living in keeping with their assessed needs, pathway plan and transition towards adulthood. The Trust would assume full costs of looked after children placed in these facilities, including ensuring the young person had money for all essentials.

The assumption is that the Trust will meet their considerable duties to safeguard and promote the welfare of looked after young people in supported accommodation, including assessment of need and pathway planning in addition to the provision of accommodation and preparation for adulthood, which is a basic requirement of the leaving care legislation.

Yours sincerely,

Kathryn Minnis
Assistant Chief Legal Adviser
NOTIFICATION OF THE PLACEMENT OF ANY 16 OR 17 YEAR OLD YOUNG PERSON IN AN UNREGULATED PLACEMENT

GUIDELINES ISSUED BY THE HEALTH AND SOCIAL CARE BOARD NORTHERN IRELAND JANUARY 2010
This Form should be completed for ANY Young Person aged 16 or 17 placed by the Trust in any accommodation which is not:

(i) a registered children’s home;
(ii) an approved foster home (this includes approved kinship foster care homes);
(iii) placed at home with parents.

This notification requirement is for all young people aged 16 or 17 whether they have been looked after for more than three months (*eligible young people) or whether they have recently become looked after (i.e. looked after, but not meeting the criteria for leaving care services). These notifications are also required in respect of **relevant young people.

Consequently this form must be completed in respect of all young people placed by the Trust in the following placements:

- supported accommodation including facilities within the joint commissioning process;
- with relatives or friends who have not been approved as foster carers. (In these instances please indicate if preliminary checks have been completed);
- hostel accommodation;
- Single tenancies;
- Bed and Breakfast accommodation;
- Temporary NIHE accommodation;
- Any other arrangement not included in (i), (ii) or (iii) above.

This notification should be submitted to the HSCB as soon as possible after the decision to place a Young Person is made and at the very latest within 48 hours of the placement. The notification report should also be completed when a young person moves from one unregulated placement to another e.g. moves from one supported accommodation facility to another.
The completed form should be returned to Tony Rodgers, Assistant Director Children’s Services, HSC Board, by email tony.rodgers@hscni.net
## TRUST DETAILS

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of Trust:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Person completing Form:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Contact Details: Tel. No. email address:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Job Title:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Head of Service: Name Contact number email address</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## DETAILS OF THE YOUNG PERSON AND THE PLACEMENT

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>Name of Young Person:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>DOB Age (Yrs Months )</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Date the child became looked after:</td>
<td>/ /</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Date of Placement in unregulated accommodation:</td>
<td>/ /</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Previous placement immediately prior to move to this living arrangement:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Legal Status of the Young Person at the time of this placement:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Reason for placement:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Other options considered and why they were not suitable: Yes No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Accommodation Type provided (Please tick box)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Supported accommodation:**  
(part of jointly commissioned arrangement)  
Generic Hostel  
Foyer  
Bed & Breakfast (*unapproved as foster carers)  
**Supported accommodation**  
(not part of jointly commissioned arrangement)  
Placement with relatives and friends  
Move to tenancy with peer/partner  
NIHE temporary accommodation  
Other (please specify type) ..................

*In the case of placement with a relative or friend please indicate if initial assessment for an immediate placement has been completed i.e. CLA7 in Policy and Procedures for Looked After Children.*
<table>
<thead>
<tr>
<th></th>
<th></th>
<th>DETAILS OF THE YOUNG PERSON AND PLACEMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>Name and address of the accommodation provided including the name of the Provider Organisation (if appropriate):</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Is the physical/social environment suitable for the Young Person?</td>
<td>Yes</td>
</tr>
<tr>
<td>17</td>
<td>Was this a planned placement?</td>
<td>Yes</td>
</tr>
<tr>
<td>18</td>
<td>If this was an emergency placement, please specify why?</td>
<td></td>
</tr>
<tr>
<td>19</td>
<td>Has a comprehensive assessment of need including a risk assessment been completed in respect of this young person?</td>
<td>Yes</td>
</tr>
<tr>
<td>20</td>
<td>Is this young person entitled to have a personal adviser under the leaving care legislation?</td>
<td>Yes</td>
</tr>
<tr>
<td>21</td>
<td>If Yes, does the young person have a Personal Adviser?</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>If No, a Personal Adviser MUST be allocated as a priority. Please confirm when this will happen:</td>
<td></td>
</tr>
<tr>
<td>22</td>
<td>Is the young person entitled to have a pathway plan under leaving care legislation?</td>
<td>Yes</td>
</tr>
<tr>
<td>23</td>
<td>If Yes, does this young person have a completed pathway plan?</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>If No, please specify the reasons why and when this will be completed.</td>
<td></td>
</tr>
<tr>
<td>24</td>
<td>If the young person does not have a pathway plan, do they have a care plan?</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>If not, please specify the reasons why.</td>
<td></td>
</tr>
<tr>
<td>25</td>
<td>Is the young person in agreement with the decision to move to this placement?</td>
<td>Yes</td>
</tr>
<tr>
<td></td>
<td>If Not, why is this the case and what is their preferred placement?</td>
<td></td>
</tr>
<tr>
<td>26</td>
<td>Have the assessed needs of the young person been shared with the provider/carer?</td>
<td>Yes</td>
</tr>
<tr>
<td>27</td>
<td>Has a placement plan been agreed with the provider of the accommodation?</td>
<td>Yes</td>
</tr>
<tr>
<td>28</td>
<td>What is the expected duration of the placement?</td>
<td></td>
</tr>
<tr>
<td>29</td>
<td>During this placement based on an assessment of need what are the agreed contact arrangements between</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(i) the Personal Adviser and the Young Person (if appropriate)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(ii) the Social Worker and the Young Person?</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Please specify any additional contributions being made by the Trust to support the Young Person in placement:</td>
<td></td>
</tr>
<tr>
<td>31</td>
<td>When was the last LAC Review held in respect of this Young Person?</td>
<td></td>
</tr>
<tr>
<td>32</td>
<td>If this was longer than 6 months ago please explain the reasons?</td>
<td></td>
</tr>
<tr>
<td>33</td>
<td>When is the next LAC Review planned?</td>
<td></td>
</tr>
<tr>
<td>34</td>
<td>Are there other accommodation/care options more suitable for this Young Person if available?</td>
<td>Yes</td>
</tr>
<tr>
<td>35</td>
<td>Please use this opportunity to highlight services that could be developed that would better meet the needs of this young person</td>
<td></td>
</tr>
<tr>
<td>36</td>
<td>Has this placement been approved at Assistant Director or equivalent level with in the Trust?</td>
<td>Yes</td>
</tr>
<tr>
<td>37</td>
<td>If the Trust has not approved the living arrangement for the young person what measures have been put in place to minimise risks?</td>
<td></td>
</tr>
</tbody>
</table>

Any other comments

Signed: ..................................................

Designation: ..................................................

Date ..................................................

Placement Notification on Any 16/17 Year Old Young Person in an Unregulated Placement
Definitions

*Eligible Child:*
A young person aged 16 or 17 who has been looked after by a Trust for a period of 13 weeks since the age of 14, and is still looked after either subject to a care order or voluntarily accommodated.

**Relevant Child:**
A young person aged 16 or 17 who has left care (i.e. is no longer subject to care order or who is no longer voluntarily accommodated) and before leaving care was an eligible child

**The Children (Leaving Care) Act NI 2002**
- Eligible-16 or 17 year old who has been looked after for 13 weeks or more since the age of 14 and is still looked after (Art 34A(3))
- Relevant 16 or 17 year old who are eligible and who are no longer either subject to a care order or are no longer voluntarily accommodated (Art 34B(2))

**Children (NI) Order 1995**
- Looked after child-young person aged 16 or 17 years who has not been in care for 13 weeks since the age of 14, but is still either subject to a care order or is voluntarily accommodated

**Relevant Young People**
- Suitable accommodation for relevant young people (The Children Leaving Care Regulations (NI) 2005 and Guidance.-Regulation 2(10) – suitable in light of the child’s needs including their heath needs, character of the suitability of the landlord provider, wishes, feelings, education, training and employment.