

# BEXLEY REFERRAL PROCESS FOR VICTIMS OF MODERN SLAVERY

**STEP 1**

**Identify:** Bexley professional identifies/made aware of potential victim(s) (PVs) of human trafficking/modern slavery and contacts Screeners on 0208 303 7777 or [screeners@bexley.gov.uk](mailto:screeners@bexley.gov.uk) (for adults) and/or MASH on 020 3045 5440 or [childrensmashteam@bexley.gov.uk](mailto:childrensmashteam@bexley.gov.uk) (for children) where details of the concern will be taken.



**STEP 2**

**Crisis Risk Assessment:** In emergency cases where immediate threat to the PV or related individuals or emergency medical treatment is needed or PV is still in the place of exploitation, IMMEDIATELY call police on 999. Consider referral to [housingoptionsservice@bexley.gov.uk](mailto:housingoptionsservice@bexley.gov.uk) for emergency accommodation. For queries, ring the Modern Slavery Helpline (0800 121 700). A telephone should be made available to contact a translation service to assist in communication with the PV if they are not from the UK, e.g., Language Line (0845 310 9900).



**STEP 3**

**Contact Modern Slavery SPOC:** Contact [community.safety@bexley.gov.uk](mailto:community.safety@bexley.gov.uk) to request a Multi-Agency conversation on next steps – the individual may not have care and support needs – and the Community Safety Team (CST) need to have oversight of cases in Bexley. Put concerns in writing to ensure audit trail. Alert [housingoptionsservice@bexley.gov.uk](mailto:housingoptionsservice@bexley.gov.uk) that housing may be needed.  
[End of process for initial referrer].



**STEP 4**

**Risk-Assessment:** Carry out initial needs and risk assessment strategy meeting. Ensure all relevant partners, including Housing, are invited.

- a) Urgent Assessment (within 3 hours): Ask –
  - i. Are they still being or likely to be targeted by their trafficker?
  - ii. Are they housed?
  - iii. Do they have an income?

If at immediate risk, move to next step.

If answers are non-urgent, provide PV information on options and consider steps needed to stabilise the circumstances, e.g., safeguarding, safe housing, care, and support needs. Are they at risk of being re-trafficked? Can they live independently? Consider legal and third sector support, e.g., interpreter, welfare entitlements, health checks, accommodation, asylum, criminal legal process.



**STEP 5**

**Explain National Referral Mechanism (NRM) to PV:** If an adult, ensure mental capacity to consent and that it is informed. It may be appropriate to seek independent legal advice.

For adults and children, Explain process and type of support available through NRM.



No

Has Adult PV given informed consent to enter NRM?

(Children DO NOT need to consent to referral – go to 'Yes')

Yes

**STEP 6A**

**Complete and submit Duty to Notify (DTN) form:** Online form [here](#). Form must be anonymised if PV wishes. Refer anonymised form to police. Inform [community.safety@bexley.gov.uk](mailto:community.safety@bexley.gov.uk) a DtN has been made.

NB: some PVs will agree to go into NRM at a later date. Review at next step.

**STEP 6B**

**Complete NRM Referral:** Online form [here](#). On the form, put CST ([community.safety@bexley.gov.uk](mailto:community.safety@bexley.gov.uk)) as a second point of contact and email them to inform them of the referral.

If child, refer to Independent Child Trafficking Guardians [here](#).

If using TSA support, email form also to: [mst@salvationarmy.org.uk](mailto:mst@salvationarmy.org.uk)

Refer form to police (anonymously, if requested).

**STEP 11**

**Carry out assessment of need/risk:** Carry out second needs and risk assessment re housing, benefits, esol, training, non-statutory support, legal needs including immigration. Safeguard the victim and work to reduce risks and prevent re-exploitation, including provision of safe housing where required. If PV doesn't meet threshold criteria for care, support or housing, or has NRPF, consider international duties and potential breaches of convention or community rights. Consider referrals to non-statutory support services [here](#).

**STEP 7B**

**Multiagency meeting or refer into Mainstream Group:** i.e., MASH/MARAC to develop care plan, e.g., around safety, housing, mental/physical health, legal advice, work options, social/cultural needs, etc.

**Pre-decision housing:** If PV has NRPF and no duty to provide housing/support under other safeguarding/human rights legislation, contact the Salvation Army (TSA) for accommodation and/or outreach support (0300 303 8151), including pre-RG housing, subject to assessment if PV is destitute.

**STEP 12**

**Bi-monthly check-ups:** Review PVs assessment for at least 6 months.

**STEP 10**

**Reconsideration:** Ask for the decision to be reconsidered. If refused, then this can be challenged via Judicial Review or in some cases via Immigration Tribunal.

**STEP 8**

**Decision returned:** Forward to [community.safety@bexley.gov.uk](mailto:community.safety@bexley.gov.uk) and Screeners or MASH for recording.

+ve RG

-ve RG

-ve CG

**STEP 9**

**30-day recovery and reflection period:** If PV is rehoused outside borough, advocate should contact TSA safe house's LA, ensure they have all relevant documents. Ask new LA, with the safe house, to develop an exist plan for PV. Original advocate should follow up in 30 days.

+ve CG

RG - Reasonable Grounds  
CG - Conclusive grounds