



## First Responder Form Offline Prompt Sheet

Last Updated: 30<sup>th</sup> April 2025

Use this prompt sheet to see all the questions that are asked in the 'Report modern slavery' service. You can download and print this if needed.

**You must complete the online form in the 'Report modern slavery' service to refer a potential victim.**

### Using the document

The questions are in the same order as the online form. This might not reflect the order you ask the questions in your interviews with the potential victim.

There is a 15,000-character limit for text boxes. This is around 2,400 words.

Some questions are conditional and depend on the answers you've given to previous questions. These are highlighted in grey. Depending on what answers you select on the online form, you will see different questions.

### Supporting evidence and documents

You can upload documents to support your referral when you complete the online form. These are covered in section 9 of this document.

When using the online service, you can upload documents that will help support the referral. These are covered in section 9 of this document.

Any enquiries regarding this publication should be sent to us at:

[NRMReform@homeoffice.gov.uk](mailto:NRMReform@homeoffice.gov.uk)

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# First Responder Details

## What is your work email address?

We need to email you a secure link so you can access the service.

## What's your reference for this report?

This is for you to keep track of your saved reports. It won't be included in submissions to the Home Office.

## What organisation do you work for?

## Where are you making this referral?

- England
- Wales
- Scotland
- Northern Ireland

# Age Confirmation

**Is the potential victim under 18?**

- Yes
- No
- Not Sure

**If the potential victim is under 18 or you are not sure if they are under 18, answer the following local authority questions**

**Which local authority have you contacted about the child?**

Name of local authority

Enter phone number of local authority

Enter email address of local authority

Enter first name of local authority contact (if known)

Enter last name of local authority contact (if known)

**If the potential victim is over 18, answer the following question**

**Were they under 18 at any time during the exploitation?**

- Yes
- No
- Not Sure

# Potential Victim's Background

**Tell us about the potential victim's background**

## **Place of birth**

Include the country and town or village they were born in.

## **Their family**

Include information about who their family is, for example their parents and siblings.

## **Education**

Include details of any education they might have had, for example the school they went to and when.

## **Previous employment history**

Only include their employment history before the exploitative situation.

# Exploitation Details

## Has the potential victim been in more than one exploitative situation?

This can be any other type of exploitation (for example criminal, sexual, labour, domestic servitude) and a different type to the one that started the referral.

This is so we can collect all the relevant information about the potential victim and their exploitation.

- Yes
- No
- I don't know

If the potential victim has been in more than one exploitative situation, answer the following question

### When did the exploitations happen?

For each type of exploitation, list the start and end dates and the type of exploitation, for example criminal, sexual, labour, domestic servitude.

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

If the potential victim has not been in more than one exploitative situation or you don't know, answer the following question

### When did the exploitation happen?

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

### **How did the exploitation start?**

Include what:

- promises the exploiters made to the potential victim
- the potential victim expected to happen
- pay was promised

### **Was the potential victim taken somewhere by their exploiters?**

Tell us about any journeys the potential victim was taken on, how it began and what transport was used. Include any details the potential victim remembers about how and where they have been transported, including any routes, places, landmark features, or times.

Yes

No

If the potential victim was taken somewhere by their exploiters, answer the following question

- Journey details
- Include any routes, places, landmark features, or times.

### **How was the potential victim treated during their exploitation?**

- What they had to do
- Include details of what were they had to do, how many hours a day they worked and whether any breaks were allowed.

**Their living conditions**

Include details of their accommodation and whether there was access to facilities, such as a bathroom, sleeping arrangements and food.

**Their treatment**

Detail how they were treated by the person or people who exploited them. Explain whether they were forcibly detained, whether threats, force or coercion were used against them, whether their documents were removed from them.

**Is the potential victim still in an exploitative situation?**

- Yes
- No

If the potential victim is still in an exploitative situation, answer the following question

**What is keeping the potential victim in the situation?**

Include what reasons are preventing them from leaving the situation. For example, withheld documents, fear for their own or their family's safety or debt.

If the potential victim is no longer in an exploitative situation, answer the following question

**How did the potential victim leave the exploitative situation?**

Include:

- how they left
- if it was their decision to leave
- if anyone helped them leave
- why they left at that time

**If the potential victim is still in an exploitative situation, answer the following question**

**What is keeping the potential victim in the situation?**

Include what reasons are preventing them from leaving the situation. For example, withheld documents, fear for their own or their family's safety or debt.

**If the potential victim is no longer in an exploitative situation, answer the following question**

**How did the potential victim leave the exploitative situation?**

Include:

- how they left
- if it was their decision to leave
- if anyone helped them leave
- why they left at that time

**When were the potential victim and exploiters last in contact?**

This includes in person conversations, phone calls, instant messages, emails, writing, or communicating through another person.

- Within the last week
- Within the last month
- Within the last 3 months
- Within the last 6 months
- Within the last 6-12 months
- Over a year ago
- Not sure

**Tell us about the last contact between the potential victim and their exploiters**

To assess the risk that the potential victim may be exploited or trafficked again, we need to know about any communication between them and their exploiters.

You can upload any files as supporting evidence at the end of this service.

Provide information about:

- how they communicated and what was said
- who was involved
- any threats that the exploiters made
- if the potential victim has taken any steps to prevent contact with their exploiters

Has the potential victim reported this before?

- Yes
- No
- Not Sure

If the potential victim has reported this before, complete the following section

**Provide more information (optional)**

If you know them, include any NRM or Home Office reference numbers.

If you are not sure if the potential victim has reported this before, complete the following section

**Provide more information (optional)**

If you know them, include any NRM or Home Office reference numbers.

If the potential victim has not reported this before, complete the following section

Is there anything that prevented the potential victim from reporting this sooner? Using your professional judgement, tell us about any reasons why they have not reported this until now. For example. emotional distress or trauma.

# Professional Insight

## Did you identify any modern slavery indicators?

- Yes
- No

If you identified modern slavery indicators, complete the following section

If you identified modern slavery indicators provide details.

**See section 3 'Identifying potential victims of modern slavery' for examples of modern slavery indicators.** Include context about where you noticed these indicators. If the potential victim has been in more than one exploitive situation, you should include all details from each exploitation in your answer.

## Tell us about the interviews

This is to help us understand the context of when and how you spoke to the potential victim about the exploitation.

You could include:

- where the conversations or interviews happened
- how you met them
- whether they needed to take breaks and why
- whether there were any safeguarding concerns, including physical and mental health
- who was there, for example, an interpreter or police officer
- how they appeared, for example their physical appearance, body language or demeanour

## Your professional insight

Using your professional judgement, provide any relevant information about why you are making this referral.

**Do you have any concerns about the potential victim's credibility?**

These concerns must be based on evidence. Do not include examples of them withholding or changing their information if you think they have done this because they:

- have fears for their safety
- are trying to avoid reliving their trauma

You can upload any files as supporting evidence at the end of this service, for example, a police report.

Yes

No

**If you have concerns about the potential victim's credibility, complete the following section**

Evidence

**Are there other professionals or organisations involved with this referral?**

This could include a:

- legal team
- GP
- support worker
- mental health worker
- social worker

Yes

No

**If there are other professionals or organisations involved with this referral, complete the following section**

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

# Exploitation Location

**Where was the potential victim exploited?**

- UK
- Overseas
- UK and overseas

**If the potential victim was exploited in the UK, answer the following question**

**Where was the potential victim exploited in the UK?**

If the exploitation happened in more than one location, add each one. If you cannot find the city or town on the list, enter 'Unknown'.

Provide any location details, such as the name of a village, in the 'Address or location' box.

**Select city or town**

**Address or location**

Provide any addresses, locations, or other details that may help us identify the location of the exploitations for example village names or landmarks.

**If the potential victim was exploited overseas, answer the following question**

**Where was the potential victim exploited overseas?**

If the exploitation happened in more than one location, add each one. If you cannot find the country on the list, enter 'Unknown'.

Provide any location details, such as the name of a village, in the 'Address or location' box.

**Select country**

**Address or location**

Provide any addresses, locations, or other details that may help us identify the location of the exploitations for example village names or landmarks.

**Where is the potential victim staying?**

Select where the potential victim is currently staying. This helps the caseworker know which police force to contact.

**Select city or town**

Enter 'Unknown' if they are unsure.

**Select region**

Enter 'Unknown' if they are unsure.

# Exploitation Details

## Who exploited the potential victim?

Tell us as much detail as you can about the exploiters and any relevant information that could help us identify who they are.

Include the languages the exploiters spoke, their gang or nicknames and if they had identifying features such as tattoos.

## Do you have information about where the exploiters are?

Yes

No

If you have information about where the exploiters are, answer the following question

### Are the exploiters in the UK?

If you are unsure, answer based on the last known location of the exploiters

### What information do you have about where the exploiters are now?

This can be a general or specific location, or even a contact from another organisation who has this information.

## How were they exploited?

### Labour and financial exploitation

- Forced to work for nothing or almost nothing  
Victims may live in isolated areas or poor conditions, such as in squats or at their place of work. They may be unable to leave and threatened with violence.
- Wages taken by force or coercion, such as through control of a bank account
- Forced to commit fraud, such as using their identity to claim benefits

### Sexual exploitation

- Forced into prostitution

- Child sexual exploitation**  
This includes child sex trafficking.
- Taken somewhere, held against their will and sexually assaulted**  
This is different to rape.
- Criminal exploitation**
  - Forced to commit a crime, such as growing cannabis, drug dealing or begging**  
This includes being used as a drug mule across county lines. Victims will often be unpaid although they may get food and somewhere to live.
  - Organs, such as kidneys, removed against their will.**
- Domestic servitude**
  - Forced to do unpaid or low paid household work by relatives or strangers**  
Victims who are exploited by relatives may have been forced into an arranged marriage and abused in other ways.
- Other**
  - Enter other type of exploitation**

**Were there any other potential victims?**

- Yes
- No
- Not sure

If there are any other potential victims, complete the following section

**Provide more information (optional)**

If you know them, include any operation names or family members being reported at the same time.

**If you are not sure if there are any other potential victims, complete the following section**

**Provide more information (optional)**

If you know them, include any operation names or family members being reported at the same time.

**Are there any concerns that the potential victim could be exploited again in the future?**

This includes concerns from other professionals or organisations involved.  
You must have reasons or evidence for these concerns

- Yes
- No

If there are concerns that the potential victim could be exploited again in the future, answer the following question

**Why are there concerns about exploitation in the future?**

If you have file-based evidence, this can be sent to us once the report is submitted

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

We only need to know the reference (if they have one) for this referral.

- Yes

No

If the potential victim has a crime reference number related to any reported Modern Slavery crime, in which they are a victim, answer the following question

Select police force

**Enter crime or CAD reference**

### **Co-operation with public authorities**

The UK public authorities (such as law enforcement agencies) may investigate or undertake criminal proceedings into any incidents you've reported in this referral.

**Is the potential victim willing to help with investigations or criminal proceedings into their exploitation?**

Yes

No

If the potential victim is willing to help with investigations or criminal proceedings into their exploitation, answer the following question

Details of co-operation with authorities

Details about the individual's existing or planned co-operation (optional)

# Consent and Support

If the potential victim is over 18, answer the following questions

**Does the potential victim consent to having their case referred to the NRM?**

- If a potential victim wants you to refer their case, they can get:
  - access to support (for example, housing and legal advice)
  - a formal decision – this can help if they're being prosecuted for a crime they were compelled to commit
- Yes
- No

If the potential victim does NOT consent to being referred to the NRM, answer the following questions

# Duty to Notify

## Why doesn't the potential victim want their case referred to the NRM?

The potential victim has said they don't want you to refer their case to the National Referral Mechanism (NRM). They understand they will not get support or a formal decision. We still need to tell the police and other organisations about their case (Duty to Notify). The potential victim can choose to remain anonymous.

Briefly explain why the potential victim doesn't want their case referred.

## What is their gender?

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

## Select nationality

## Select second nationality (Optional)

If the potential victim is over 18 and consents to being referred to the NRM, answer this question

## Does the potential victim want support?

Support to enable ongoing recovery may include:

- safe housing
- support to access medical treatment

- someone to help them cope with their experience
- protection from the people who exploited them
- help to access independent legal advice
- financial support

Yes

No

**If the potential victim wants support, answer the following questions**

How can the support provider contact the potential victim?

Potential victim's telephone number

**Enter the potential victim's telephone number**

Alternative telephone number

**Enter a telephone number so we can contact the potential victim and explain who this is, for example, a legal representative.**

Alternative telephone number

Relationship to potential victim

Cannot provide contact details

**Tell us why you cannot provide the potential victim's telephone number, for example you are no longer in contact with them, or they don't have a phone.**

If the potential victim wants to receive support and does not have a telephone number, you can [contact the support provider \(opens in new tab\)](#) for them.



# Potential Victim Personal Details

If the potential victim consents to enter the NRM and would like the decision sent to them, answer the following questions

OR

if the potential victim does NOT consent to enter the NRM but has agreed co-operation with public authorities, answer the following questions

What is the name of the potential victim?

First name

Last name

Nickname or name used during exploitation (Optional)

What is their date of birth? (Optional)

Day, Month, Year

What is their gender?

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

**Do they have any children?**

Yes

No

If the potential victim consents to being referred into the NRM or agrees co-operation with the public authorities, answer the following questions

**If the potential victim has children, answer the following question**

**Enter number of children**

**Select nationality**

**Select second nationality (Optional)**

**Do they need an interpreter?**

Yes

No

If the potential victim needs an interpreter, answer the following question

**Language**

**Do they need help with communication?**

Yes

No

If the potential victim needs help with communication, answer the following question

**Enter communication aid**

**Do they have any Home Office references?**

Yes

No

**If the potential victim has any Home Office references, answer the following question**

Enter type of reference, reference number or both

# Decision Making and Contact

**If the potential victim is over 18 and has consented to a NRM referral, answer the following questions**

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

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

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

Potential victim

Someone else

If the potential victim consents to enter the NRM and would like the decision sent to them, answer the following questions

OR

if the potential victim does NOT consent to enter the NRM but has agreed co-operation with public authorities, answer the following questions

## **How should they be contacted?**

### **Email**

Email address

It is safe to write to them here?

### **Post**

Building and street

**Town or city**

**Country (optional)**

**Postcode**

**It is safe to write to them here?**

**If we should send our decision to someone else, answer the following questions**

**How should they be contacted?**

**First name (Optional)**

**Last name (Optional)**

**Email address**

**Post**

**Building and street**

**Town and city**

**Country (optional)**

**Postcode**

**Has the potential victim given you permission to send the decision to this person?**

**What are your contact details?**

**Email**

This is the address you gave at the start of the form.

**Organisation**

This is the organisation you gave at the start of the form.

**First name**

**Last name**

**Role**

**Phone number**

**Who should we contact in your absence? (optional)**

**Email address**

This could be a manager, colleague or a team inbox.

**Upload supporting evidence and documents (optional)**

You can upload documents that will help support the referral, such as:

- local authority documents, for example risk assessments
- medical reports, for example a GP letter or medico legal report
- police documents, for example witness statements
- immigration documents, for example screening interviews
- support provider documents

**Your files must be:**

- a JPG, JPEG, PNG, PDF, DOC, or DOCX
- smaller than 25 megabytes (MB)

**You can add multiple files.**

**Tell us about the documents you uploaded**

Describe the supporting evidence and documents you uploaded.

Include:

- a description of what each document is
- the date each document was created

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## Further support and links

- <https://www.modernslavery.gov.uk/start> - The online referral system is to be used for referrals into the NRM. Only staff at designated first responder organisations can make NRM referrals.
- [Modern Slavery Statutory Guidance](#) - This guidance provides advice on how to identify and support victims, the NRM process and the criteria used to determine whether someone is a victim of modern slavery.
- [Modern Slavery Awareness booklet \(publishing.service.gov.uk\)](#) - This guidance is aimed at a broad range of public sector staff who could potentially witness indicators of modern slavery.
- [Interim guidance for independent child trafficking guardians](#) – This guidance covers roles and responsibilities of independent child trafficking guardians (ICTGs).
- [2021 UK annual report on modern slavery](#)- This latest annual report contains an assessment of modern slavery in the UK and the UK's existing and future response to modern slavery.
- [Child exploitation and abuse: an appropriate language guide](#) - The Children's Society's guide on the appropriate use of language when discussing children and their experience of exploitation in a range of contexts.
- [Spot the signs | The Salvation Army](#) - The Salvation Army provides specialist support to protect and care for all adult survivors of modern slavery in England and Wales through a government contract which was first awarded in 2011
- [NRM Explanatory Booklets](#) - The West Midlands Anti-Slavery Network has developed a multilingual document detailing the NRM process for first responders in the region.
- [The Slavery and Trafficking Survivor Care Standards 2018](#) - Guidance on best-practice standards for meetings with and supporting survivors of human trafficking and modern slavery
- [Trauma-Informed Code of Conduct](#) – This report is by the Helen Bamber Foundation for all professionals working with survivors of human trafficking and modern slavery
- [Guidance for councils on modern slavery](#) – This revised modern slavery guidance provides an overview of modern slavery and the UK framework for tackling it, and provides targeted sections for officers working in different council services to help them understand their specific responsibilities.
- [Modern slavery – Coventry City Council](#) – General indicators of modern slavery identified by the Coventry City Council.

### Important contact details:

- Immigration Enforcement Competent Authority:  
[IECompetentAuthority@homeoffice.gov.uk](mailto:IECompetentAuthority@homeoffice.gov.uk)
- Single Competent Authority: [nrm@modernslavery.gov.uk](mailto:nrm@modernslavery.gov.uk)
- The ICTG Service has a phonenumber 0800 043 4303 which is available 24 hours a day, 7 days a week, 365/6 days per year.
- Modern Slavery Helpline - **08000 121 700**

# General indicators of Modern Slavery

The Home Office is aware that most first responder organisations will have their own set of modern slavery indicators. This list is not exhaustive and is intended for general awareness only.

<b>General indicators – Victims may:</b>	
<ul style="list-style-type: none"> <li>• Believe that they must work against their will</li> <li>• Be unable to leave their work environment or home environment</li> <li>• Show signs that their movements are being controlled</li> <li>• Feel that they cannot leave</li> <li>• Show fear or anxiety</li> <li>• Be subjected to violence or threats of violence against themselves or against their family members and loved ones</li> <li>• Suffer injuries that appear to be the result of an assault</li> <li>• Suffer injuries or impairments typical of certain jobs or control measures</li> <li>• Suffer injuries that appear to be the result of the application of control measures</li> <li>• Be distrustful of the authorities</li> <li>• Be threatened with being handed over to the authorities</li> <li>• Be afraid of revealing their immigration status</li> <li>• Not be in possession of their passports or other travel or identity documents, as those documents are being held by someone else</li> <li>• Come from a place known to be a source of human trafficking</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Have false identity or travel documents (or none at all)</li> <li>• Be found in or connected to a type of location likely to be used for exploiting people</li> <li>• Be unfamiliar with the local language</li> <li>• Not know their home or work address</li> <li>• Allow others to speak for them when addressed directly</li> <li>• Act as if they were instructed by someone else</li> <li>• Be forced, threatened or deceived into working in poor conditions</li> <li>• Be disciplined through punishment</li> <li>• Be unable to negotiate working conditions</li> <li>• Receive little or no payment</li> <li>• Have no access to their earnings</li> <li>• Work excessively long hours over long periods</li> <li>• Not have any days off</li> <li>• Live in poor or substandard accommodations</li> <li>• Have no access to medical care</li> <li>• Have limited or no social interaction</li> <li>• Have limited contact with their families or with people outside of their immediate environment</li> <li>• Be unable to communicate freely with others</li> <li>• Be under the perception that they are bonded by debt</li> <li>• Have signs of physical or psychological abuse or neglect</li> <li>• Have acted on the basis of false promises</li> </ul>