



Section 1 – Age confirmation

Is the potential victim under 18?

Yes

No

Not sure

If Yes or Not sure is selected complete Section 2 - Local Authority.
If No please continue to the next question.

Were they under 18 at any time during the exploitation?

Yes

No

Not sure

Continue to section 3 - Exploitation details

Section 2 – Local authority (for child referrals only)

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

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

Name of local authority

Phone number

Email address

First Name (If known)

Last Name (If known)

Section 3 - Exploitation details

What did they say happened?

Provide as much detail of their experience as you can. For example, how they were recruited and controlled. Do not include their name or the names of any other potential victims.

If you think they are a victim of another crime you can report it to the police by calling 101.

You can use the continuation sheet at the end if you need more space

Section 3 - Exploitation details: continued

Where were they exploited?

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

Where are they now?

Enter city or county of their current location.

Who exploited them?

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

Section 3 - Exploitation details: continued

How were they exploited?

Select all that apply.

Labour and financial exploitation

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

Sexual exploitation

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

Criminal exploitation

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

Domestic servitude

- Forced to do unpaid household work by relatives or strangers

Other

Were there any other potential victims?

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

- Yes No Not sure

Crime or CAD reference and police force (if reported)

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

Enter crime or CAD reference number

Police force

Section 4 – NRM consent

Do they want their case referred to the NRM?

You must explain what happens if they refer their case. If a potential victim wants you to refer their case, they can get access to support (for example, housing and legal advice).

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

- Yes – I have explained this to the potential victim and they want me to refer their case
- No – I have explained this to the potential victim and they do not want me to refer their case. They understand this means their case will not be referred to the NRM and they will not receive support.

If No is selected go to section 6 - Duty to notify

Do they need support?

Support can take 5 days to start unless the potential victim needs emergency housing. Contact the support provider for more information.

- Yes
- No

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

Section 5 - Potential victim's personal details

First name

Last name

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

What is their date of birth? (Optional)

Day

Month

Year

What is their gender?

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

Do they have any children?

- Yes
- No

If Yes, how many?

What is their nationality?

Dual nationality (if applicable)

Do they need an interpreter?

- Yes
- No

Enter language (if needed)

Section 5 - Potential victim's personal details: continued

Do they need help with communication?

Yes

No

Enter communication aid (if needed)

Do they have any Home Office references? (Optional)

For example, a Home Office visa application or port reference

Section 6 - Contact details

Who should we send our decision to?

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

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

Potential victim - Complete question 6.1

Someone else - Complete question 6.2

6.1 Potential victim

Email address

Is it safe to contact them at this email?

Address

Is it safe to contact them at this address?

Section 6 - Contact details: continued

6.2 Other contact

First name

Last name

Email address

Address

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

Section 7 - Police contact

Can the police contact them about their case?

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

Yes

No

You have completed the NRM prompt sheet. You will now need to submit your answers through the online form at www.modernslavery.gov.uk.

Section 7 - Duty to Notify

Why don't they want their case referred?

Briefly explain their reasons

What is their gender?

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

What is their nationality?

Dual nationality (if applicable)

Can the police contact them about their case?

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

- Yes – go back and complete question 6.1 (if not already completed)
- No – you have all the information you need

You have completed the DTN prompt sheet.

You will now need to submit your answers through the online form at www.modernslavery.gov.uk.

A large, empty rectangular box with rounded corners, intended for writing or drawing. The box is defined by a thin black border and is set against a light gray background that has a subtle gradient and rounded corners. The interior of the box is completely blank.