



Guidelines: How to use the human trafficking assessment tool

This tool screens for elements that may indicate the possibility of human trafficking and is intended for service providers. This is not a clinical tool and is meant to serve as a complement to additional training on human trafficking. Available resources are listed at the end of this tool.

Please follow these guidelines carefully:

PART 1 – Preliminary Assessment

- Use the questions provided to determine whether or not a full assessment is required to screen for the possibility of human trafficking. You may want to adapt the questions depending on your organization's mandate, or the context in which you are meeting the client.
- If you answer yes to all of the questions after meeting with your client, please consult the full assessment tool provided in Part 2. You may also want to communicate with your agency's social worker or someone trained to further assess for human trafficking.

PART 2 – Full Assessment

- **Do not ask the elements directly to your client.** Doing so might cause re-traumatization.
- **Review the form after meeting with your client.** This form should not be filled out with the client present. Please use this tool carefully as a guide in your conversations, and fill it out **after** meeting with your client.
- **Consult the form multiple times.** Take your time to consult the tool during your entire involvement with the client. It may take time and more than one session for them to feel safe and comfortable to share their experience. Be mindful that people may have different concepts of what violence is.
- **If at least one condition is present in each section, your client has potentially been trafficked.** Please contact one of the agencies listed at the end of this tool.

Important note: Trafficked persons can find themselves in very complex situations that may differ case by case. The elements presented in this tool are **not exclusive** and are not always present in every case of human trafficking. The presence or absence of any of these single elements does not necessarily prove or disprove that trafficking has taken place, but should rather **be assessed together**. If you are unsure, please contact one of the agencies listed in Part 2.

Definition of human trafficking used

This tool follows the United Nations definition of human trafficking, which involves undertaking an **action** using a **means** for the **purpose** of exploiting someone.

Key elements of trafficking:

action: Recruitment, transportation, transfer, harbouring or receipt of persons.

means: Threat/coercion, abduction, fraud/deception, abuse of power/of a position of vulnerability.

purpose: Exploitation, including but not limited to: the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or similar practices, servitude or the removal of organs.

PART 1 – Preliminary Assessment Questions

These sample questions are meant to assist you in determining whether or not a full assessment on human trafficking is needed. They may be used following your intake process or at any time after your involvement with a client. Please note that in addition to these questions, other factors and signs can indicate that a person may have been trafficked. Please be sure to review some of the resources below to inform yourself of potential signs.

If you answer yes to these questions, please consult the full assessment tool in Part 2, emergency contact information is also provided. You may also want to communicate with your agency's social worker or, if available, someone trained to further assess for human trafficking.

- Was your client misled or lied to about a better job/situation than they have? Are the living or working conditions unreasonable? Are they unable to leave without fear of retaliation?
- Are they isolated or are their movements being controlled?
- Are their money or finances/identity or travel documents out of their control?
- In their current situation, have they been pressured or forced into doing something that they did not want to do for the profit of someone else, or to remain in a living / working situation they didn't want to be a part of?

Resources Available Online

Disclaimer: In our consultations with service providers across Canada, the resources and indicators listed below were commonly suggested as being valuable in screening, assessing, and assisting in potential cases of human trafficking. Please be aware that the opinions, content, and links offered do not necessarily reflect the views of the CCR and that the CCR cannot ensure their reliability.

- **Delphi Indicators, International Labour Organization.** Offer operational indicators that can be used to examine a potential situation of trafficking of **adults** and **children** for both **labour** and **sexual exploitation**. They offer specific examples to better guide those who work with or who may encounter trafficked persons on a day-to-day basis.
- **Screening for Human Trafficking, Guidelines for Administering the Trafficking Victim Identification Tool (TVIT)**, VERA Institute of Justice.
- **Office to Combat Trafficking in Persons (OCTIP) Online Training Program.**

CCR Resources

- **Starter Toolkit for Awareness-Raising on Trafficking in Persons.** Intended for anyone wishing to start or enhance **outreach** and **awareness-raising** activities on trafficking in persons in their own communities, organizations and sectors. Highlights resources that are used by organizations across Canada in their work on trafficking.
- **Backgrounder on Trafficking in Persons for Forced Labour.** Provides information on how trafficking in persons for the purpose of forced labour takes place in Canada.

 For links to these resources and more: ccrweb.ca/en/national-human-trafficking-assessment-tool

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Conseil canadien pour les réfugiés
Canadian Council for Refugees

ccrweb.ca
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Agency information
Agency:
Staff member name:
Client information
Date:
Client name:
Gender:
Age / date of birth:
Preferred language:
Country of origin:
Ethnicity:
Where was individual identified (city, province)?
Does the individual have active mental health concerns or addictions?
Is there gang involvement (or other safety concerns)?
Immigration status (if relevant):

Elements indicating possibility of human trafficking

If at least one condition is present in each of the sections below, your client has potentially been trafficked.

Please contact one of the agencies listed at the end of this tool. The elements are ordered roughly from weaker to stronger: you might need more than one element from each category if the factors met are at the beginning of the list.

Note: “Potential trafficker” may refer to many different relationships, including intimate partners, family members, community members, employers, recruiters, gang member, friend, acquaintance, stranger, or other possible relationships. Recruitment can also be carried out by someone in a relationship of power/influence, as well as other sources, such as advertisements.

Action

Recruitment: Involves the **luring** of victims through **false promises**. They are deceived about the nature of what it is they will be doing, working conditions, pay, location or degree of personal freedom of movement they will possess. This may also happen by abusing individuals’ difficult situations (i.e. personal, financial or psychological), their cultural beliefs, or lack of information (i.e. rights or language barriers), and could also be coercive (i.e. threats, debt bondage, violence, abduction).

Type of Recruitment	Yes	No
They signed a contract that they did not understand.		
The recruiting source purposely misinformed them about the nature of the job (i.e. when they arrived/ started the job, the hours, pay, job role, type of services, conditions of work or/and living situation, were different than described).		
They were promised legal documentation or valid employment (i.e. valid work contract, permit, regular immigration status) but the promise turned out to be false.		
They were lured through promises of benefits, for example of: marriage, adoption, family reunification, about access to opportunities, receiving money, gifts, favours, and/or other valuables.		
The potential trafficker deceived the person about their relationship to facilitate exploitation (i.e. romantic, friendship, mentorship, etc.).		
They were sold.		
They were kidnapped.		

Debt manipulation and bondage	Yes	No
When they arrived or began working they were told that they owed their potential trafficker money for recruitment, transportation, or other expenses.		
They paid a recruiter to help them find the opportunity and/or gave money for things as passport, documentation (i.e. work permit, visa), travel or other expenses.		
Other (please indicate):		

Transportation, movement, transfer, harbouring, receipt of persons

Travel and Arrival at Employment Destination	Yes	No
They traveled with the potential trafficker but did not know where they were being taken.		
They willingly traveled to employment destination and when they arrived found out the earnings, type of services, work or living conditions were different from those promised.		
They were told that the employer would cover all/part of their travel costs, but the employer did not cover them.		
Movement/transfer of individual	Yes	No
They went through several transit locations before and while working, not knowing where they were being taken to.		
Harbouring	Yes	No
They were forced to work/stay in hiding for a certain period of time.		
Other (please indicate):		

Means

Coercion can involve some type of restriction of the victim’s freedom by use of strict rules, surveillance and/or isolation. Victims can also be **forced** to work by means of violence or threat of violence, **abuse** of authority or of strong influence, position of vulnerability (i.e. dependency, financial, family situation, lack of support system, etc.), **debt bondage, fraud, deception**, or other forms of coercion. Traffickers can also obtain victims through kidnapping or abduction.

Surveillance / Monitoring	Yes	No
They are not allowed to leave their residence/work premises, are only allowed to leave while accompanied by someone, or must regularly “check in,” causing isolation and/or confinement.		
They have partial or restricted freedom to communicate with others (i.e. they are prohibited from contacting family, friends, or others).		
Their actions are monitored or under surveillance.		
They must follow strict rules placed on them by the potential trafficker.		
Use of Threats or Intimidation	Yes	No
They are threatened with worse conditions, denial of basic needs, violence against them or family, or threats of informing family, community or public of their activities.		
The potential trafficker threatens them with deportation or denouncing them to authorities if they do not follow rules, if they leave their situation, or if they do not provide services.		
Their documentation (i.e. passport, work permit, other ID documents) is held by someone else.		
They lost their immigration status because their work conditions were different from their contract/work permit, and as a result feel forced to stay in a situation/do something they do not want to do (i.e. carry out a service, work in abusive situations, marry, reduce debts, provide a body part, etc.).		
They are falsely informed about what could happen to them if they leave their situation.		
They are threatened with being prevented from contacting their loved ones if they leave their situation.		

Conditions of Abuse or Violence	Yes	No
The dependency on and strong influence of the potential trafficker makes them feel forced to remain in the same situation, or to carry out additional activities.		
They are being psychologically, verbally or emotionally abused.		
They were forced to lie about their working conditions, and/or employer to authorities, family and others.		
The potential trafficker denies them access to community or other services, to education opportunities, or social protections.		
They are restricted from taking breaks while working.		
They are forced to work when they are sick or injured.		
They are not given appropriate medical care when needed.		
They are punished for discussing their work conditions.		
They were forced or encouraged to do criminal activities (i.e. to take or sell drugs or alcohol).		
They are sexually abused and/or physically abused.		
They were forced into marriage.		
They were abducted or kidnapped.		
Debt	Yes	No
They were forced to pay their potential trafficker for debt through services, labour, or other practices.		
They cannot leave because they owe money to the potential trafficker.		
Their pay was withheld or deducted unjustifiably (ex. for wildly overpriced housing or to cover presumed debt/charges).		
Other (please indicate)		

Purpose

Exploitation: According to the Palermo Protocol definition, exploitation includes “the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or the removal of organs.”

Labour and Sexual Exploitation	Yes	No
They are forced to accept different and worse working conditions, or to work in changing locations, putting them in a precarious situation.		
Their working / living conditions are poor and unsafe.		
They are forced to work long hours with little or no breaks / time off.		
Their potential trafficker did not respect the contract or labour laws.		
Financial exploitation	Yes	No
They are paid little or no money for their work		
They are forced to provide sexual services and/or are paid little or no money for sexual services provided.		
Their pay is deducted or manipulated (i.e. deductions for food, housing or other expenses, and person may have limited or no control over their wages).		
They are punished by not getting paid.		
They are working to pay back to the potential trafficker money they owe.		
Other forms of exploitation	Yes	No
They were deceived or forced into selling or giving up their organs.		
Other (please indicate)		

Agencies to contact by province if you suspect your client has been trafficked

British Columbia

B.C. Office to Combat Trafficking in Persons
1 (888) 712-7974
<http://www.pssg.gov.bc.ca/octip>

Alberta

ACT Alberta
(780) 474-1104
<http://www.actalberta.org>

Manitoba

Manitoba's Human Trafficking Hotline (24/7 toll-free):
1 (844) 333-2211

Quebec

Consult Committee of Action against Trafficking of
Humans Internally and Internationally (CATHII)
Online Directory: <http://bit.ly/1JJZ4rp>

Prince Edward Island

Consult Prince Edward Island Human Trafficking
Response Guide: <http://bit.ly/1igRtGm>

Ontario

Ottawa Coalition to End Human Trafficking
Case management services (9am-4pm): (613) 769-6531
After hours consult:
<http://www.endhumantrafficking.ca/important-numbers>

Toronto Counter Human Trafficking Network
<http://torontocounterhumantraffickingnet.wordpress.com>
Toronto Human Trafficking Help Line
416-597-8808

London and Middlesex County Area
CATI (Coalition Assisting Trafficked Individuals)
Emergency Helpline: 519-438-2272
<http://catilondon.ca>

Windsor Essex County
Windsor Essex Anti-Human Trafficking Action Group
(WEFIGHT) Business Hours: (519) 256-7831
Victims Services (after hours): (519) 723-2711
<http://www.wefight.ca>

Nova Scotia

Consult Nova Scotia Domestic Violence Resource
Centre for available support services: <http://bit.ly/1JA9Pez>

