



# 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](http://ccrweb.ca/en/national-human-trafficking-assessment-tool)

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