

**STANDARD OPERATING PROCEDURES
TO COMBAT HUMAN TRAFFICKING IN GHANA**
with an Emphasis on Child Trafficking

**Identification
and Screening
Protocols**



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ACRONYMS AND ABBREVIATIONS

AGD	Attorney General’s Department
AHTU	Anti-Human Trafficking Unit (Ghana Police Service)
CCPC	Community Child Protection Committee
CEPS	Customs Excise and Preventive Service
CID	Criminal Investigations Department
CLU	Child Labour Unit
CSO	Civil Society Organization
DSW	Department of Social Welfare
DOVVSU	Domestic Violence and Victim Support Unit
GIS	Ghana Immigration Service
GPS	Ghana Police Service
ILO	International Labour Organization
IOM	International Organization for Migration
MGCSP	Ministry of Gender, Children and Social Protection
MELR/LD	Ministry of Employment and Labour Relations/ Labour Department
MINTER	Ministry of Interior
NGO	Non-governmental Organization
TIP	Trafficking in Persons

GLOSSARY

Abuse of vulnerability: Any situation in which a person submits to exploitation because of his/her status as a vulnerable person. Many trafficked persons are vulnerable to authority; for example, a person holding an official position, a parent or a guardian. A **vulnerable person** can be any person in Ghana without proper documentation, pregnant, disabled, and addicted to drugs or other substance. In addition, all children are considered vulnerable.

Child: A person below the age of 18 years.

Child labour: Any work performed by a child which is detrimental to his/her health, education, and physical, mental, spiritual, moral or social development.¹ In Ghana, the Children's Act states that no child below 13 years is permitted to work. The minimum age for employment in Ghana is 15 years, but hazardous work is only permitted for those who are 18 and above.²

Coercion: Compulsion by physical force or threat of physical force.³

Debt bondage: "The status or condition arising from a pledge by a debtor of his personal services or of those of a person under his control as security for a debt, if the value of those services as reasonably assessed is not applied towards the liquidation of the debt or the length and nature of those services are not respectively limited and defined".⁴ Sometimes debt bondage is used as a mechanism to control and coerce victims of trafficking in persons.

Exploitation: A core component of trafficking in persons. "Exploitation shall include, at a minimum, 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".⁵ Ghana's 2005 Human Trafficking Act (Act 694) uses the same definition.⁶

Forced labour: According to the International Labour Organization (ILO) Convention 29, Article 2.1, forced or compulsory labour is "... all work or service which is exacted from any person under the menace of any penalty

1 1989 Convention on the Rights of the Child, Article 32.

2 1998 Children's Act, Part 5, sections 87–91.

3 *Black's Law Dictionary*.

4 1956 Convention on the Abolition of Slavery, the Slave Trade, and Institutions and Practices Similar to Slavery, Article 1.

5 2000 United Nations Protocol to Prevent, Suppress and Punish Trafficking in Persons, Article 3.

6 2005 Human Trafficking Act, 1.1.

and for which that said person has not offered himself or herself voluntarily.” Ghana’s 2003 Labour Act mirrors the definition of the ILO, but it specifies that forced labour *does not include*:

- a. labour required as a result of a sentence or order of a court;
- b. labour required of a member of a disciplined force or service as his or her duties;
- c. labour required during a period when the country is at war or in an emergency;
- d. labour reasonably required as part of normal communal or other civic obligations.⁷

Forced marriage: A marriage that is not voluntary. According to the 1962 Convention on Consent to Marriage, Minimum Age for Marriage and Registration of Marriages, “Marriage shall be entered into only with the free and full consent of the intending spouses.” Forced marriage is recognized as a practice similar to slavery when: “[a] woman, without the right to refuse, is promised or given in marriage on payment of a consideration in money or in kind to her parents, guardian, family or any other person or group”; “[t]he husband of a woman, his family, or his clan has the right to transfer her to another person for value received or otherwise”; or “a woman on the death of her husband is liable to be inherited by another person” (Article 1c, Supplementary Convention on the Abolition of Slavery, the Slave Trade, and Institutions and Practices Similar to Slavery). Forced marriage is also prohibited under the 1979 Convention on the Elimination of All Forms of Discrimination against Women.⁸

Human rights: Those liberties and benefits which, by accepted contemporary values, all human beings should be able to claim “as of right” in the society where they live. These rights are contained in the International Bill of Rights – comprising the 1948 Universal Declaration of Human Rights; the 1966 International Covenant on Economic, Social and Cultural Rights; and the 1966 International Covenant on Civil and Political Rights – and have been developed by other treaties from this core (e.g. the 1979 Convention on the Elimination of All Forms of Discrimination against Women and the International Convention on the Elimination of All Forms of Racial Discrimination).⁹

7 2003 Labour Act, Part 9, sections 116–117.

8 www.unhchr.ch/html/menu3/b/63.htm

9 Ibid.

Immigration officer: A person who is a member of Ghana Immigration Service.

Informed consent: An agreement to do something or to allow something to happen, made with complete knowledge of all relevant facts, such as the risks involved or any available alternatives. In the medical field, for example, a patient may give informed consent to medical treatment only after the health-care professional has disclosed all possible risks involved in accepting or rejecting the treatment.¹⁰

Kidnapping: Unlawful forcible abduction or detention of an individual or group of individuals, usually accomplished for the purpose of extorting economic or political benefit from the victim of the kidnapping or from a third party.¹¹ Kidnapping is normally subject to the national criminal legislation of individual States; there are, however, certain kidnappings that fall under international law (e.g. piracy).¹²

Civil society organization: An organization that is neither a part of a government nor a conventional for-profit business. This category includes faith-based organizations, not-for-profit organizations and international organizations.

Police officer: A person who is a member of Ghana Police Service, Ghana Immigration Service, or the Customs Excise and Preventive Service.¹³

Prostitution: The practice of engaging in sexual activity in exchange for payment in money or other valuables.¹⁴

Sexual exploitation: In the context of trafficking, sexual exploitation takes many forms, including prostitution, pornography, exotic dancing, sex tourism or forced marriage. Victims can be men, women or children. Sexual exploitation is prohibited by a variety of international instruments, including the Geneva Conventions and the 1993 Declaration on the Elimination of Violence against Women.

¹⁰ www.nolo.com/legal-encyclopedia/medical-malpractice-informed-consent-29872.html

¹¹ M. Feinrider, "Kidnapping", in *Encyclopedia of Public International Law*, No. 8.

¹² "Human rights and the individual in international law", in *Journal of Development Economics* (Amsterdam, Elsevier Science Publishers B.V., 1985), p. 355.

¹³ 2005 Human Trafficking Act (Act 694). A "police officer" includes an officer from another "security service," which are the Police, the Customs Excise and Preventive Service, the Immigration Service and the Bureau of National Investigation. The 2015 Human Trafficking Legislative Instrument (L.I. 2219) adds, "for the purpose of these Regulations, the personnel of the security services are enforcement officers and may exercise the powers of enforcement in accordance with the law."

¹⁴ Encyclopedia Britannica Online(www.britannica.com/).

Slavery: The status or condition of a person over whom any or all the powers attaching to the right of ownership are exercised. Slavery is identified by an element of ownership or control over another's life, coercion, and the restriction of movement and by the fact that someone is not free to leave or to change employer (e.g. traditional chattel slavery, bonded labour, serfdom, forced labour, and slavery for ritual or religious purposes).¹⁵

Human smuggling: "The procurement, in order to obtain, directly or indirectly, a financial or other material benefit of the illegal entry of a person into a State Party of which the person is not a national or a permanent resident".¹⁶

Human trafficking: According to the Human Trafficking Act:

1. Human trafficking means the recruitment, transportation, transfer, harbouring, trading or receipt of persons for the purpose of exploitation within and across national borders by: a) the use of threats, force or other forms of coercion, abduction, fraud, deception, the abuse of power or exploitation of vulnerability; or b) giving or receiving payments and benefits to achieve consent.
2. Exploitation shall include, at the minimum, induced prostitution and other forms of sexual exploitation, forced labour or services, salary or practices similar to slavery, servitude or the removal of organs.
3. Placement for sale, bonded placement, temporary placement, placement as service where exploitation by someone else is the motivation factor shall also constitute trafficking.
4. Where children are trafficked, the consent of the child, parents or guardian of the child cannot be used as defence in prosecution under the Human Trafficking Act, regardless of whether or not there is evidence of abuse of power, fraud or deception on the part of the trafficker or whether the vulnerability of the child was taken advantage of.¹⁷

Social service worker: A person who is a member of the Department of Social Welfare or a person representing a non-governmental organization trained in providing social services.

¹⁵ 1926 Slavery Convention, as amended by 1953 Protocol, Article 1.

¹⁶ United Nations Protocol against the Smuggling of Migrants by Land, Air and Sea, Article 3.

¹⁷ 2009 Amendment to the Human Trafficking Act (Act 784).

Next friend: A person who intervenes to assist a child in a legal action. A child may be assisted by a next friend to file a complaint to the Police. The victim may also make a statement to the Police in the presence of a next friend.¹⁸

Victim: A person who is acted on and usually adversely affected by a force or agent; one that is injured, destroyed or sacrificed under any of various conditions (accidents, crimes, etc.); one that is subjected to oppression, hardship or mistreatment; one that is tricked or duped.¹⁹

Worst forms of child labour: “All forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom, and forced or compulsory labour, including forced or compulsory recruitment of children for use in armed conflict; the use, procuring or offering of a child for prostitution, for the production of pornography or for pornographic performances; the use, procuring or offering of a child for illicit activities, in particular for the production and trafficking of drugs as defined in the relevant international treaties; for work, which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children”.²⁰

¹⁸ Act 694, sections 9.2 and 11.2.

¹⁹ Merriam-Webster Online.

²⁰ 2009 National Plan of Action for the Elimination of the Worst Forms of Child Labour.

IDENTIFICATION AND SCREENING PROTOCOLS

Trafficking in human beings constitutes a serious infringement of human rights. Identifying trafficked persons is vital to ensuring victims are granted access to comprehensive protection and support services. *Identification* is the process of determining the status of a person as a victim of trafficking, and *screening* is the process by which trained social service workers learn more about the victims of trafficking and their medium- and long-term needs.

If a victim is not identified as such, he/she could be left without appropriate support in order to recover from the trafficking ordeal and this is to the detriment of the trafficked victim. A vital first step to providing victim protection, therefore, is determining whether an individual is in fact a victim of human trafficking. Furthermore, without access to protection and support services, trafficked persons might not have sufficient confidence and security to cooperate with law enforcement officials in criminal investigations. Without evidence and testimony from trafficked persons, it is difficult to prosecute traffickers.

Key roles

Victim

Anyone can be a victim of trafficking – men, women, boys and girls. Victims are denied their rights and often have to live without enough food, clothing, health care and shelter. Many work without being paid. Victims are treated unfairly and suffer physical and emotional pain. Child victims often do not go to school and will likely struggle to succeed in life without an education.

The victim plays a central role during the identification and screening process. A victim can provide critical information to social service workers or law enforcement officials used for purposes of protection, prevention and prosecution. To successfully cooperate with a victim, it is important to recognize their basic human rights, including the right to information, confidentiality, protection and non-discrimination. If the victim is a child, authorities, parents, next friends, and guardians must act in the best interest of the child and respect the views of the child.

A victim of trafficking may have a mindset of fear, distrust, denial and conflicting loyalties. Victims of trafficking are often fearful of being jailed and may distrust authority figures, particularly law enforcement and government officials. Similarly, traffickers may convince trafficking victims that the police will jail the victims if they file a complaint. Victims of either sex or labour trafficking fear that if they escape their exploitation and initiate investigations against their traffickers, the traffickers and their associates will harm the victims or the victims' family members.

Law enforcement

Law enforcement agencies – such as Ghana Police Service (GPS), Ghana Immigration Service (GIS) and the Customs Excise and Preventive Service (CEPS) – are key partners in the identification and referral of victims and the prevention of trafficking through proactive deterrence. Law enforcers also have a prominent role in conducting evidence-based investigations, identifying suspects and making arrests. Law enforcement officials will receive tips and complaints from victims and witnesses, and are initially responsible to take a statement, provide safety and medical referrals when necessary, and register the case.²¹ Law enforcement officials are also responsible for leading rescue operations, arresting perpetrators and pursuing convictions.

Social service worker

According to the 1998 Children's Act, the main roles of a social service worker are to: 1) advise and help the child and his or her family; 2) take reasonable steps to ensure that the child is not subjected to harm; and 3) hold regular reviews to plan for the future of the child.²² A social service worker, therefore, is responsible for protecting the rights of victims and acting in their best interest. Social service workers are in contact and engage with victims throughout the identification and screening process, from initial rescue, all stages of direct assistance, and even investigation and prosecution.

Experts in social work recommend an approach that empowers the victims, viewing victims as “persons with assets and potentialities, as resources rather than carriers and/or sources of pathology”.²³ This is based on the belief that the victim is best able to understand and solve his/her problems. From this perspective, the long-term duty of the social service worker is focused on

21 Act 694, section 11.1.

22 1998 Children's Act (Act 560), paragraph 22.

23 IOM, *The IOM Handbook on Direct Assistance for Victims of Trafficking* (Geneva, 2007).

helping the victim to rebuild his/her self-esteem and self-confidence, build on his/her own personal resources, and help the person to see that he/she is in control of his/her life and capable of making his/her own decisions. The social service worker also has a role in crisis intervention, guiding the victim through immediate options and, if necessary, initiating the referral process.

Key role: Social service worker

Social service workers function as enablers, coordinators/advocates and teachers for their victims.

- ✓ As an **enabler**, the social service worker assists the victim in identifying needs, defining goals, recognizing his/her own strengths, and helping him/her to find solutions to problems and ways to achieve his/her goals.
- ✓ As a **coordinator/advocate**, the social service worker assists the victim in identifying available resources, helps the victim evaluate the available resources, and then facilitates contact with or refers to other services or agencies.
- ✓ As a **teacher**, the social worker develops the skills and information base of the victim so that the victim is better able to make informed decisions, resolve his/her problems or achieve his/her goals.

A helping relationship is different from a personal relationship. A helping relationship is a professional one and should have clear direction and purpose. Unlike personal relationships with a friend or family member, helping relationships are developed between trained authorities in order to assist in rehabilitating and reintegrating victims of trafficking. A successful social service worker would demonstrate sympathy, warmth and genuineness in his/her approach to victims.

Identification

A person with “reasonable grounds to believe that another person is a trafficked person” should report that belief to the police.²⁴ Trained and authorized professionals may also conduct outreach (as described in section 2.2.2) but should inform the police of any human trafficking cases.

A child should be assisted to file a complaint to the police. A member of the victim’s family, a guardian, next friend or any person with knowledge can file a complaint about trafficking on behalf of the child. Importantly, the identity of the person who filed the complaint to the police shall be kept confidential.²⁵ The police must also provide witnesses appropriate protection, including access to information, medical assistance and shelter.²⁶ A social service worker is responsible for coordinating care orders for children when necessary.

Care orders

The 1998 Children’s Act outlines conditions and steps for obtaining care orders for children.

- ✓ If a police officer and social service worker determines that a child has been abused or is in need of immediate care and protection, the officer may move the child to a safe place.
- ✓ Within the period of seven days, the social service worker must bring the child before a family tribunal to consider the care order request.
- ✓ If issued by the family tribunal, a care order shall transfer the parental rights to the ministry responsible for children and social welfare.
- ✓ The maximum duration of a care order is three years, or until the child turns 18.

Who can identify?

Any person with information about trafficking in persons (TIP) should inform an authority, including a police officer, an immigration officer, a customs officer, a social welfare worker, a health-care provider, a teacher, a district

24 2015 Human Trafficking Legislative Instrument (L.I. 2219), section 9.2.

25 Ibid., section 9.4.

26 Act 694, section 10.1.

labour officer, a worker from a civil society organization (CSO), an embassy or consulate staff, or a community leader. This person of authority should file a complaint with the police immediately.²⁷ Importantly, the victim must also be informed by the person of authority of their requirement to contact law enforcement, so that he/she can decline assistance. It is also important that the notification to the police is meant for the provision of protective services should the victim wish to avail him-/herself of the assistance available, and that the provision of assistance is not contingent upon the victim's cooperation with the police.

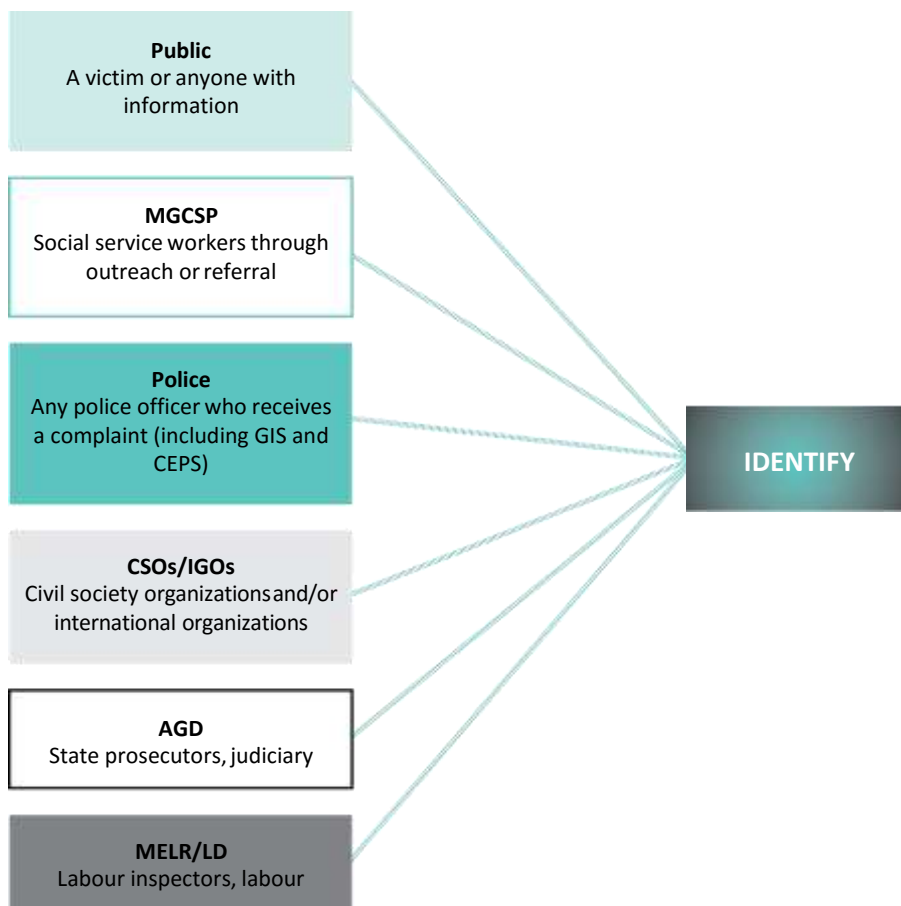
Those who manage public transportation services (i.e. bus terminals, lorry stations, ships) and operate public vehicles or airplanes must take reasonable steps to obtain the travel details of each passenger. Any suspicious circumstances (i.e. a large group of children travelling with one adult) should be reported to the police immediately for further investigation, and to a social service worker for victim assistance.²⁸

A police officer who receives a complaint – or otherwise identifies a potential victim of trafficking – should take all statements of victims and/or witnesses (as described further in section 2.4) and record the complaint in detail. The officer should also inform the victim of his/her rights and refer for medical treatment and a safe shelter, when necessary. Furthermore, the police officer should ensure a social service worker has been notified. If the victim is a child, the officer should take a statement in the presence of a parent, next friend or legal guardian. As stated in the 2015 Human Trafficking Act, “A police officer who fails to respond to a request for assistance shall, on a report filed by the complainant to a superior officer, be subject to Police Service disciplinary procedure.”²⁹

²⁷ Ibid., section 9.3.

²⁸ L.I. 2219, section 7.

²⁹ Act 694, section 10.2.

Figure 1: Victim identification duty bearers

Outreach

Outreach among communities can lead to the identification of victims of trafficking. Outreach involves building trust, providing information and establishing positive relations among community members. Outreach strategies vary based on specific communities and circumstances. Some outreach strategies – such as community sensitization, awareness durbars, food provision and sports activities – involve actively targeting certain groups identified as vulnerable to human trafficking. Other outreach strategies, like hotlines, are more passive approaches to outreach.

Outreach checklist

- ✓ Approach the child in an environment where he/she is most comfortable. The point of first contact should be in a public place, where the social service worker or outreach team is not completely alone with the victim. This gives the sense that the victim is in control, and also may help ensure his/her safety.
- ✓ Do not make commitments that cannot be delivered. Victims are likely to have unrealistic expectations when first approached. These may include constant food supply, accommodation, education and family support. Initial engagement with potential victims should remain within the services that can be provided.
- ✓ After initial contact has been made with a victim, a one-on-one approach may be useful in ensuring privacy and also protecting the victim from speaking against the potential traffickers who are harbouring him/her. For the protection of the victim, gender-matched caseworkers are preferred.
- ✓ After a child is rescued, the minor must have consent from a parent, next friend or legal guardian to receive assistance. A strategy to gain the trust of parents or guardians of minors is to ask the children to introduce the social service worker to their parents and to educate the parents or guardians about the right of each child to basic care like health/medical assistance, education or shelter. Parents or legal guardians acting in the best interest of the child will likely consent to assistance.
- ✓ If a child is with the trafficker and there is no parent or guardian to get consent from, it is best to try to identify local community members, law enforcement, social service workers or trusted organizations that can facilitate an interaction with the child.
- ✓ It may be difficult to approach potential victims under the assumption that they are trafficked because whether the child is subjected to exploitation may or may not be immediately evident. Therefore, make no assumptions, pass no judgment, apply child-friendly approaches and treat minors as children with agency.

Even though outreach and identification may be successful, some victims may eventually return to a life of exploitation. Victims may be forced to return to exploitative conditions by traffickers, or they may choose to return to a trafficking situation on their own. This choice could be related to the psychological trauma they experienced as victims. In these scenarios, it is

important to give victims as many opportunities and chances to break free from exploitation as needed.

Overall, acute and informed observation is the most critical tool to identify victims. Depending on the role or function, different reinforcing strategies may be used to actively identify child victims of trafficking. For example, community child protection committees (CCPCs) can search for children working in exploitative conditions within their own communities. Also, community labour officers can search for child workers in both formal and informal sectors, including farms, fishing communities, quarries, mines, construction sites, garbage dumps and plantations. In addition, non-governmental organizations (NGOs) implementing projects on child protection or in communities can assist by screening for potential child victims of trafficking; law enforcement officers can search suspected fishing communities; or community leaders can meet to share information and coordinate action, including the development of community referral pathways for responding to the various needs of child victims of trafficking once identified.

Initial indications of human trafficking

Indicators are signs of potential human trafficking. There are several indicators of trafficking, some of which are obvious and visible signs expressed by the victims. For example, the victims could openly express the belief that they have been working against their will. Other indicators are less obvious and are not revealed until further investigation.

Initial identification of indicators is important to determine if a victim has been trafficked or if the officer suspects circumstances of human trafficking. The presence or absence of initial indicators should not mean that trafficking has been established or discounted. It should be noted that *the indicators that follow are intended to assist in the overall assessment process, are generalizations and that exceptions exist in relation to all of them*. All indicators should be considered cumulatively as none will provide the answer on its own.

Initial indicators³⁰

- ✓ **Age:** The older the individual is, generally, the less likely it is that the case involves trafficking. When sexual exploitation is the purpose for human trafficking, a trafficker will normally traffic young victims as there is high client demand. Young people are also targeted for labour exploitation because the older a person is, the less productive he/she may be in conditions of arduous labour. Minors are particularly vulnerable to human trafficking because they can be exploited in a variety of ways – in the sex industry, in illegal labour markets, as domestic “slaves” and for their organs.
- ✓ **Sex:** Sex trafficking predominantly affects women and girls because heterosexual prostitution remains the largest and most profitable form of exploitation. Male trafficking for prostitution, particularly of teenage and younger boys, is beginning to increase and should not be excluded. Sex is not so strong an indicator in respect of trafficking for labour exploitation, servitude or organ donation where the impact on males and females is far less discriminatory.
- ✓ **Last location:** The location where the victim was immediately prior to coming to the notice of law enforcement officials will always be significant. For example, last location may be a mine, quarry, lakeside or farm.
- ✓ **Context/Circumstances:** The circumstances leading to the referral are important. As much information as possible should be obtained from the referee, including circumstances of removal. In cases where the victim is brought to the attention of law enforcement officials by a referring agency, information from the referring agency should be considered in the screening process.
- ✓ **Travel:** If a person is travelling under suspicious circumstances, he/she could be a victim of trafficking; for example, minors with no relations to the adult who is travelling with them, or a group of vulnerable categories with one individual in charge of the whole group.
- ✓ **Signs or evidence of abuse:** Any signs of physical injury to the individual can be an indicator of trafficking. Victims are subjected to abuse by their traffickers and clients.

30 IOM Handbook on Direct Assistance for Victims of Trafficking, section 2.2.

Rescue

Potential victims of trafficking must be rescued as soon as they have been identified, especially if they are children and/or in immediate danger. If it is necessary to rescue a potential victim of trafficking, the police should be notified immediately. A rescue operation will be coordinated by police officials, social welfare workers and relevant authorities at the national, regional and district levels. Authorities from any security service may participate in rescuing a victim of trafficking from exploitative circumstances, but the GPS should lead rescue operations.

If a victim or witness contacts the police and files a complaint – either directly or through a guardian – a rescue operation will be conducted. The primary objective of the rescue operation is to end the exploitation of the victim and initiate the assistance process. Unplanned rescue operations may disrupt a specific trafficking situation but are unlikely to impact underlying trafficking networks or behaviour. If there is an immediate threat to the life of a potential victim, immediate intervention is required. In the event there is no immediate threat to a potential victim, the police can also conduct planned rescue operations, which often involve surveillance following identification, as indicated in the following referral pathways.

Figure 2: Unplanned rescue referral pathway

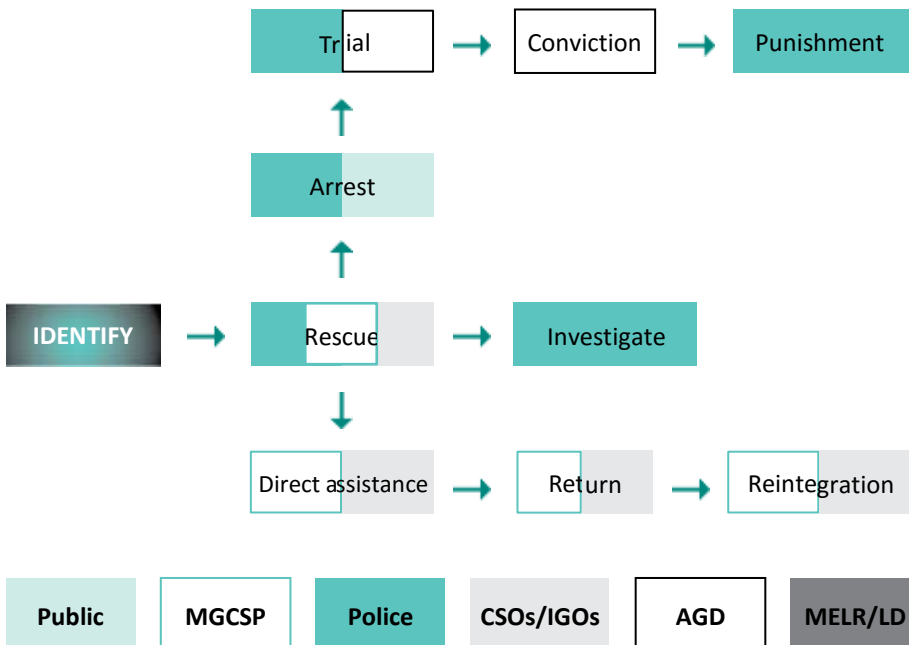
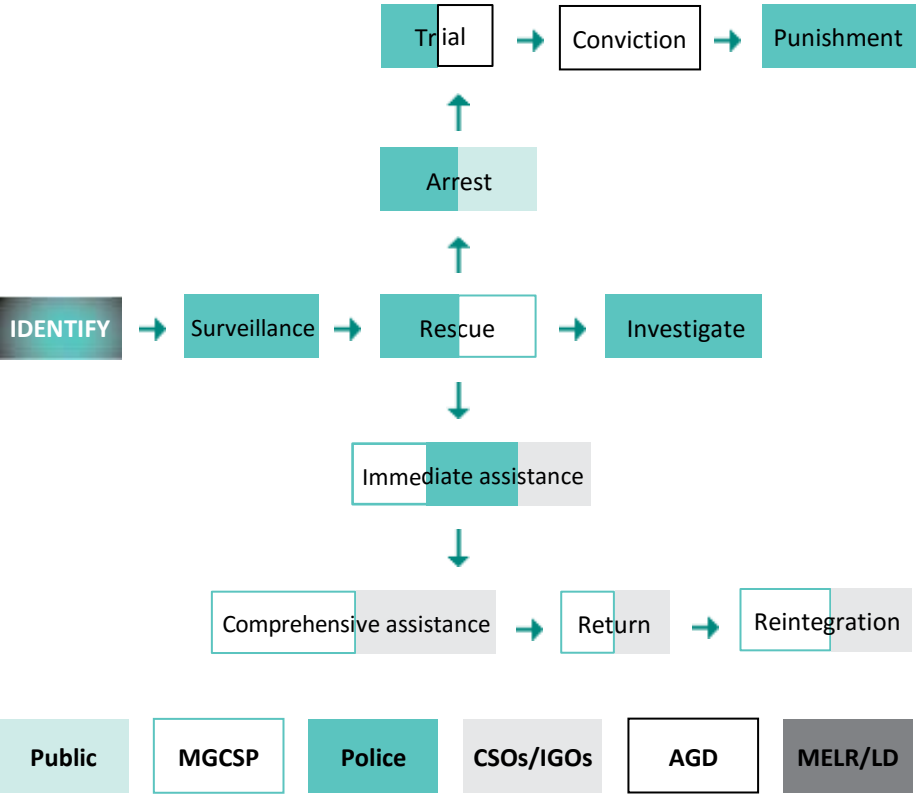


Figure 3: Planned rescue referral pathway



Importantly, although the responsibilities of each actor are clear, every stakeholder is still called to play a role during each stage of response. For example, during the investigation and conviction, the police may need support from the CSOs that have rescued the victim. Similarly, access to government assistance may depend on police report or prosecutor order. Partnership is a critical component to a successful response to human trafficking. Coordination and cooperation will benefit all stakeholders.

Ensuring coordinated rescue operations

Depending on the situation, rescuing a victim of trafficking can be a dangerous and complex operation. Successful operations rely on smooth coordination and effective communication between all stakeholders before, during and after the operation. Especially when conducting operations involving children, the Human Trafficking Secretariat of the Ministry of Gender, Children and Social Protection (MGCSP) and the Department of Social Welfare (DSW) should be notified to coordinate and provide preliminary screening for any evidence of exploitation. For an effective rescue operation that puts the needs of the potential victim first, any person or group planning to rescue a child, regardless of whether he or she is suspected to be a victim of trafficking, must coordinate as follows:

- ✓ Inform all relevant partners, including the District Crime Officer, the district social service worker and community leaders in the area where the rescue operation will be conducted.
- ✓ The Regional Commanding Officer coordinates regional support while the district social service worker arranges with a shelter where the rescued victim can stay temporarily.
- ✓ If possible, coordinate and conduct a joint training before the rescue for all participating law enforcement and other personnel involved in the rescue to review child and victim-centred rescue procedures (Annex 6). Training should include realistic simulations to ensure operational capacity of relevant personnel.
- ✓ Police should inform the DSW *before* the rescue operation, even if the victim will not be referred to a government shelter. This is important so the trained DSW staff can be adequately prepared to address any immediate assistance needs of the victim, especially medical assistance for young children and adolescent youth.
- ✓ Inform the Human Trafficking Secretariat of the MGCSP.

Immediate assistance

All potential human trafficking cases must be referred to the police for immediate assistance and preliminary screening. The police will provide immediate safety and medical referral.³¹ The police and the Department of

³¹ L.I. 2219, section 13.

Social Welfare (DSW) will conduct an initial interview using the Preliminary Screening and Referral Form (Annex 1) and determine if the person is a victim of trafficking or a witness, and refer the victim for further assistance. Preliminary interviews with victims of trafficking should provide enough reliable information to make a determination based on the criteria outlined in section 8 of the 2015 Human Trafficking Legislative Instrument (L.I. 2219). Trafficked victims, especially children, are vulnerable and should be treated as such. A trained social worker should interview the potential victim in a trauma-sensitive manner.

Determination

When determining the status of a person as a victim of human trafficking, law enforcement must consider all the circumstances of the particular case. In particular, an investigating law enforcement official must consider the following criteria, as identified in section 8 of L.I. 2219:

1. Whether the person is **in an exploitative situation** through one or more of the following means:
 - Violence, force, coercion, intimidation or threats;
 - Threats of violence against the family members or friends of the person;
 - Threats of witchcraft or superstitious repercussions;
 - Forcing the person to use drugs or causing the person to be addicted to drugs;
 - Photographing or video-recording a person for the purpose of blackmailing the person;
 - Forcing the person to witness the beating, rape or murder of any other persons as a demonstration of what will happen to the person if the person fails to obey; or
 - Threatening the person with arrest by the police for being in the country illegally or for an offence committed as a direct result of the trafficking.
2. Whether the **movement** of the person is restricted or confined through one or more of the following means:
 - Keeping the person under surveillance;
 - Not allowing a person to leave the premises unless accompanied by a guard or keeping the person behind closed doors, under constant guard or surveillance.

3. Whether the person suffers from one or more of the following **health conditions**:
 - Signs of rape or other forms of sexual exploitation;³²
 - Emotional distress or manifestations of trauma;
 - Bruises, burns, broken limbs and other signs of physical abuse;
 - Forced abortion;
 - Untreated illness or infection; or
 - Malnutrition or poor personal hygiene.
4. Whether the passport, identity or other document has been destroyed or withheld by another person or whether a person is in possession of a fraudulent passport, identity document or other travel document;
5. Whether evidence exists that a person has been forced to lie to their family or friends about their safety, welfare and whereabouts;
6. Whether a person has been subjected to debt bondage;
7. Whether a person has been forced to work while earning a small amount or no income; or whether a person has been forced to do work that is different from that which was originally promised to that person.

Preliminary Screening and Referral Form (Annex I)

The Preliminary Screening and Referral Form (Annex 1) should be used by all social service workers and law enforcement officers when determining the status of a potential victim of trafficking and assistance needs. The victim will need to provide information about his/her situation and the law enforcement official will also ask basic demographic questions such as age, sex, nationality and the location where the exploitation occurred. The police will also ask the victim to share basic information about his/her trafficking situation and ask if the victim has any special needs or preferences to consider when seeking services. The purpose of these questions is to ensure that all relevant elements of trafficking are evident (act, means and purpose for adult, and act and purpose for minors).

³² The past sexual behaviour of a trafficked person is irrelevant and inadmissible for the purpose of providing that the trafficked person was engaged in the sexual behaviour or to prove the sexual predisposition of the trafficked person.

The interview process³³

Each phase of the interview process can pose risks to a victim. Risks should be recognized and assessed, and appropriate measures should be taken before, during and after the interview. Social workers should be prepared with questions and a strategy for the interview, but they should also be aware that unexpected events can occur during the course of an interview, and these changes may pose physical or psychological risks to a victim.

1. **Establishing the time and place for the interview:** Particularly when a victim in a trafficking setting is meeting with an outsider, he/she may be watched, followed or overheard. Interviews should be conducted in a secure and private setting, not in places where persons pass by or where random interruptions may occur before and throughout the interview.
2. **Conducting the interview:** Interviewers who approach a victim with preconceived ideas or emotions will miss important information and overlook the unique nature of each victim's experience. It is important for social service workers to watch for clues indicating the victim no longer feels at ease or wishes to terminate the interview. If the victim feels unsafe or privacy is interrupted, social service workers should be prepared to change the subject of the conversation or close the meeting.
3. **Closing the interview:** After discussing their experience, some victims will feel relieved to have talked about it, while others will feel worse about themselves, their situation and their future. It is important not to leave a victim feeling ashamed and hopeless. Whenever possible, interviews should end in a positive manner. The social worker may remind the victim of how well he/she coped in such difficult circumstances, perhaps using specific examples from the narrative.

Age verification

If the victim appears to be a child (below 18 years old) he/she should be referred to a shelter that is appropriate for minors, meaning staff are trained to address the unique needs of child victims of trafficking and facilities offer a child-friendly environment. If there is doubt about the victim's age, the presumption is that the victim is a child. In all cases, a comprehensive medical examination will be conducted by a certified health-care professional.

³³ IOM Handbook on Direct Assistance for Victims of Trafficking.

Child-friendly approach to interviews

It must be emphasized again that a child-friendly approach should be taken when interviewing and identifying potential victims of trafficking. Successful interviews with child victims of trafficking require training, experience and patience; they are best conducted by social service workers. Given their role in identifying and screening potential victims of trafficking, law enforcement officials should know how to conduct a safe and child-friendly interview.

Guidelines for interviewing children

- ✓ When possible, staff trained in the special needs and rights of children should question potential victims. When appropriate, children should be interviewed by interviewers of the same sex.
- ✓ Create an interview space that is age appropriate, possibly containing toys, books or games. This may not always be possible due to resource constraints, but due efforts must be made.
- ✓ Sit at eye level with the child; smile and speak gently. Greet the child and introduce yourself, your role and what the interview is about.
- ✓ Establish rapport by talking about or doing things that are not related to the trafficking experience (discuss things the child is familiar with).
- ✓ Keep the atmosphere simple and informal.
- ✓ Use mother-tongue and child-friendly language.
- ✓ Explain things in a manner that the child can understand. Questions should be adapted depending on the age and mental capacity of the child.
- ✓ Begin with open-ended questions, allowing the child to give his/her own account. Avoid leading questions.
- ✓ Do not pursue and press for details where there are signs that the child has told everything that he/she knows. Keep in mind that children may leave information out, or may give an answer that they believe the interviewer wishes to hear.
- ✓ Interviewers should be cautious of references to time provided by children. Instead try to tie it to cultural significant events such as holidays if possible.
- ✓ Conduct interviews with children in the presence of a parent or guardian.
- ✓ End the interview in a way that reassures the child that they have done well and that the interviewer will be available if they need to talk again.

Referral process

Given the diverse needs and considerations when identifying and screening a child victim of trafficking, it is critical to have effective referral procedures to ensure timely assistance. The aim of establishing referral procedures during the identification and screening process is to encourage cooperation and coordination between stakeholders at all levels of operation – community, district, region and national. It is also to allow actors to fulfil their obligation to protect and promote the human rights of child victims of trafficking. The basic aim is to ensure children are effectively identified, rescued, and interviewed in a victim-centred and child-friendly manner through the harmonized efforts of all relevant stakeholders.

Child trafficking is a complex issue. To approach the issue holistically, many national stakeholders must take simultaneous and coordinated action. The Government of Ghana, specifically the Human Trafficking Secretariat within the MGCSP, leads in the overall coordination of government organizations and NGOs with relation to identification and screening policy and protocol. In addition, there are several key ministries, departments and agencies within the Government of Ghana with important roles and functions in identifying and screening child victims of trafficking. The following section elaborates specific government organizations and NGOs part of the national network of duty bearers responsible for identifying and screening child victims of trafficking.

Providing information before referral

The victim – or parent/guardian – should be made fully aware of the necessity to provide confidential information only concerning the crime and the perpetrators to law enforcement. A victim should also be aware of legal options to seek compensation for the crimes committed. Victims should be fully aware of the court process and procedures, the necessity of testimony for the proceedings and the potential consequences of providing testimony. Finally, the victims need to be fully aware of steps being taken to guarantee personal safety of themselves and their family members.

Referral agencies

Ministry of Gender, Children and Social Protection

The MGCSP is responsible for the welfare of children in Ghana. According to the Human Trafficking Act, the MGCSP is mandated to lead national efforts to combat child trafficking. In addition, the Act establishes the

Human Trafficking Secretariat, which serves as the overall coordinating body of the TIP policy and as the secretariat to the Human Trafficking Management Board (HTMB). In addition, the DSW under the MGCSP is mandated to provide temporary and basic material support for the care and protection of a rescued victim of trafficking and should ensure the provision of counselling services to assist with the victim's rehabilitation and reintegration.

Human Trafficking Management Board and Human Trafficking Secretariat

The Human Trafficking Management Board (HTMB) and the Human Trafficking Secretariat were established by the 2005 Human Trafficking Act (Act 694). The HTMB is composed of a broad representation of government and non-governmental organizations. Following are the 14 members of the HTMB:

Ministry	Level
Ministry of Gender, Children and Social Protection*	Minister or Deputy Minister
Department of Social Welfare	Director of Social Welfare
Ghana Police Service	One representative
Ghana Immigration Service	One representative
Ministry of Employment and Labour Relations/Labour Department	Deputy Chief Labour Officer
Customs Excise and Preventive Service	One representative
National Security Coordinating Council	One representative
Ministry of Local Government	Deputy Director
Ministry of Interior	Deputy Director
Ministry of Health	Deputy Director
Ministry of Education	Deputy Director
Attorney General's Department	Principal State Attorney
Private sector	One representative
Ghana Journalists Association	One representative

*Chair

According to the Act, the HTMB will have an advisory role on policy related to the Human Trafficking Act and regulations. In addition, the HTMB will develop a national action plan, coordinate prevention initiatives, build partnerships between national stakeholders, promote the comprehensive assistance for victims of trafficking, conduct research on national/regional human trafficking trends and address any matter concerning trafficking in persons (TIP).³⁴

The Human Trafficking Secretariat is responsible for record-keeping and serves as the coordination mechanism. In addition, the Human Trafficking Secretariat has the following responsibilities:

- ✓ Coordinate meetings of the HTMB;
- ✓ Coordinate stakeholders to discuss national and international TIP trends, activities, challenges, opportunities and lessons learned in the fight against TIP;
- ✓ Organize training programmes for key partners, including the judiciary, law enforcement, the Labour Department, and the Department of Social Welfare;
- ✓ Collaborate with partners to develop messages and conduct advocacy campaigns;
- ✓ Identify resources for victim protection assistance and effective implementation of counter-human trafficking activities;
- ✓ Implement the national action plan;
- ✓ Maintain a human trafficking database and generate annual reports;
- ✓ Provide accurate, evidence-based information to the public on TIP;
- ✓ Advocate expedited investigations and prosecutions for cases of human trafficking, especially child trafficking.

Ministry of Interior

The Ministry of Interior (MINTER) is responsible for all security issues in Ghana and includes the GPS and the GIS. MINTER develops policies on security and monitors the general security situation in Ghana, making it an incredibly important stakeholder and duty bearer to effectively combat human trafficking in Ghana.

34 Act 694, section 30.

The GPS has a pivotal role in the national response to TIP, particularly when identifying potential victims of trafficking and investigating TIP cases. For example, if a complaint is filed with the GPS that may potentially involve human trafficking victims, the GPS must respond by initiating an investigation. An investigation could include surveillance, a rescue operation, interviewing victims and witnesses, opening a casefile, referring victims to specialized shelters, arresting a suspect, and collecting and analysing evidence.

Shelter referral and minimum standards

Below are standard steps to be followed by all stakeholders when referring victims to a shelter:

- ✓ Obtain formal instructions, orders or interim orders for the referral of a victim to a shelter.
- ✓ If the identified victim is a child, refer the victim to a child-friendly shelter. The Ministry of Gender, Children and Social Protection should lead in identifying an appropriate shelter for the victim.
- ✓ Once the formal instructions or orders are obtained and an appropriate shelter is identified, the care of the victim is handed over to the designated social service worker, who will provide further assistance, including safe shelter.
- ✓ Inform the Attorney General's Department of such shelter referral to obtain instructions with regard to proceeding with investigations and expediting prosecution of the case.

Shelters for children should meet minimum standards and provide the following:

- ✓ Adequate, safe and child-friendly living environment for victims and working environment for staff;
- ✓ Stabilization of the victim to prevent further harm and enable recovery;
- ✓ Well-trained staff working in a collaborative, interdisciplinary manner to provide a comprehensive continuum of care for victims;
- ✓ Quality protection and assistance to victims based on individualized case service plans.

The Criminal Investigations Department (CID) of the GPS is responsible for conducting successful human trafficking investigations. A successful GPS investigation contributes to the prosecution of offenders under the 2005

Human Trafficking Act. Under the CID is the Anti-Human Trafficking Unit (AHTU), which was established in 2008 to deal specifically with human trafficking investigations in Ghana. In addition, the AHTU coordinates rescue operations with relevant stakeholders to remove children from exploitative conditions.

Interpol can have a role during the rescue and investigation of trafficking cases, particularly those involving the transnational movement of victims or international networks of human traffickers. The Domestic Violence and Victim Support Unit (DOVVSU) is another unit within the GPS focused on victim-centred investigations for the vulnerable members of society. According to national and international laws, men, women and children who are forced to work in slave-like conditions are victims of trafficking. Given the linkages between domestic violence and human trafficking, DOVVSU is an important ally in identifying and responding to cases of potential victims of trafficking.

The GIS is on the front line of identifying potential victims of trafficking, especially those victims, or potential victims, of transnational human trafficking. Under the 2005 Human Trafficking Act, GIS officials are responsible for identifying potential victims of trafficking and coordinating with relevant GPS officials, specifically the AHTU and Interpol, to conduct rescue operations, preliminary screenings and arrests. The GIS established the Anti-Human Smuggling and Trafficking in Persons Unit in 2011.

Attorney General's Department

The Attorney General's Department (AGD) has been instrumental in drafting all relevant laws on the prosecution, prevention and protection of child victims of trafficking. This includes the 1998 Children's Act (Act 560), the 2005 Human Trafficking Act (Act 694), the 2009 Human Trafficking Act Amendment (Act 784) and the 2015 Human Trafficking Legislative Instrument (L.I. 2219). Therefore, the AGD is best placed to provide interpretation and guidance on national TIP policy decisions.

Ministry of Employment and Labour Relations/Labour Department

Among other things, the Ministry of Employment and Labour Relations/Labour Department (MELR/LD) is responsible for combatting child labour. The MELR/LD has the general responsibility of ensuring that worst forms of child labour are eliminated from every sector in Ghana. According to the

International Labour Organization (ILO),³⁵ human trafficking is considered one of the worst forms of child labour. The MELR/LD also leads the inter-agency coordination of efforts in this sector, and chairs the National Steering Committee on Child Labour.

The LD resides within the MELR. The LD offers labour-related services to promote employment opportunities, protect workers and promote welfare. The LD oversees the Child Labour Unit (CLU), which is the Secretariat of the National Steering Committee on Child Labour. The CLU was established as a result of the memorandum of understanding signed between the Government of Ghana and the ILO in 2002. The Labour Inspectorate Division of the LD ensures the inspection of all government and private sector workplaces, apart from factories, which are inspected by the Factory Inspectorate Department.

**Ministry of Employment and Labour Relations/Labour Department:
Key stakeholder in the identification of victims of trafficking**

The responsibilities of the Ministry of Employment and Labour Relations/Labour Department relevant to the identification and screening of child victims of human trafficking include:

- ✓ Inspecting formal and informal business places, including marketplaces;
- ✓ Identifying the use of children below 15 years old in workplaces and ensuring their immediate withdrawal from these;
- ✓ Ensuring that children who are 15–17 years old are not subjected to hazardous labour;
- ✓ Charging and causing the arrest of any employer as outlined in the Children's Act, the Human Trafficking Act and the Labour Act;
- ✓ Coordinating child trafficking cases with relevant government ministries, departments and agencies, including the Human Trafficking Secretariat, Ghana Police Service, Ghana Immigration Service, the Department of Social Welfare, and relevant international organizations and non-governmental organizations.

35 ILO Convention 182.

Ministry of Local Government and Rural Development

The Ministry of Local Government and Rural Development (MLGRD) is responsible for developing policies and monitoring them to ensure full development of districts and communities. The MLGRD is also responsible for developing and managing budgets to cover all development projects at the community level, as well as for developing and implementing the national action plan to combat human trafficking in Ghana at the district and community levels.

All government policies, programmes and legislation are implemented by District Assemblies, which are responsible for the effective implementation of the national action plan on human trafficking and enforcement of laws, particularly the Children's Act and the Human Trafficking Act. District Assemblies are an important link between national policy decisions and community implementation. They should be alerted prior to any rescue operation conducted in a district.

The CCPCs provide proactive monitoring of children within a community and could include prominent community members, including a representative of the Traditional Council, a Queen Mother, religious leaders, an assembly member, a teacher, a youth group or a children's representative. The role and function of the CCPCs make them important stakeholders in the identification of potential victims of trafficking.

Non-governmental organizations

NGOs are non-profit organizations dedicated to a variety of social, political and economic issues. In Ghana, NGOs work with victims of trafficking, often providing an array of services. Extensive NGO networks at the district and community levels make NGOs important stakeholders in the identification and screening of potential victims of child trafficking.

International Organization for Migration

IOM is an intergovernmental organization established in 1951. IOM is committed to the principle that humane and orderly migration benefits migrations and society. IOM has been working in the field of counter-trafficking in persons since 1994 and has implemented some 50 projects in 85 countries, providing assistance to over 70,000 victims of trafficking. The primary aims of IOM in this area are to prevent TIP and to protect victims while offering them options of sustainable integration, reintegration, and/or safe and voluntary return to their home countries. IOM protection and

assistance generally includes safe shelter, legal, medical and psychological support, and the options of voluntary return to the country of origin, as well as reception and reintegration upon arrival.³⁶

UNICEF

UNICEF actively advocates children's rights and provides technical, material, and financial support to improve access to and the quality of basic social services. UNICEF works in five strategic focus areas: young-child survival and development; basic education and gender equality; HIV/AIDS and children; child protection; and policy, advocacy, partnership and participation. Under its child protection mandate, UNICEF works with governments and other partners to develop comprehensive child protection systems.

International Labour Organization

Counter-trafficking policy and action is central to the spirit of the ILO. The preamble of the ILO Charter specifically refers to a duty to protect "the interests of workers employed in countries other than their own" and identifies a goal of social justice, humanity and permanent peace. The ILO has the potential to address trafficking at the international, national, provincial and local levels.

Assistance screening

After the preliminary interview to determine if the child is a trafficking victim, the police officer will refer the victim to a government shelter or a private service provider for further screening and comprehensive direct assistance.³⁷ Shortly following reception, trained and professional social service workers will conduct an interview using the Secondary Screening Form (Assistance) (Annex 2) to identify the immediate and long-term needs for each confirmed victim, and prescribe the services to be provided to the victim. The screening process includes a set of questions focusing on the complete story and attempts to match victim needs to a viable service provider. Information collected during assistance may be shared with police officials conducting investigations only with informed consent from the victim or, if a child, parent, next friend, or guardian.

³⁶ www.iom.int/counter-trafficking

³⁷ Services vary by location, and some private service providers have eligibility requirements and may not be equipped to serve all victims (e.g. by age, gender).

Interviews are likely to be a challenging task for the social service worker who may be confronted with an individual who was able to survive and flee only by being very circumspect and suspicious of everybody and very careful with information. During a screening interview, it is common for trafficked persons to react to the interviewer in a traumatized, hostile, suspicious, aggressive or defensive manner. It may be very difficult in the initial interview to obtain enough information to determine conclusively if the person is in fact a victim of trafficking.

The victim may not feel able or be willing to be interviewed and answer questions that relate to traumatic or painful events. Such inability or reticence may have many causes. Memory loss may be particularly acute in the time around the “initial trauma” or the period when the individual first became aware of the danger he/she was in – which, of course, is also the period that officials and others want to know more about. However, pressing for details that the person either cannot or does not want to recall, or asking about events or periods that the person may have blocked out, may increase his/her anxiety and impede the interviewer’s ability to obtain information on other subjects.

If a person shows acute signs of anxiety, the interview should be suspended or terminated until it is possible to continue. The interview may be an emotional process, which the interviewer should accommodate, but the expression of emotions alone may not necessarily imply that there is sufficient distress to terminate an interview. Whenever there are reasons to believe that the person being interviewed is suffering from acute trauma, an interview should be arranged if possible and the assistance of a psychologist should be sought before proceeding further. With consent from the victim, parent or guardian, contact the MGCSP to request the consultation of a trained trauma psychologist.

The approach of the social service worker should be to show understanding and to explain that the objective of the interview is to identify the most effective way to assist and protect, and that this can be done only if the social service worker has relevant information from the victim. The objective of the screening process is to decide whether an individual has in fact been trafficked and the questions are designed to assist in that process. Everything should be done to put the individual at ease.

The initial interview will depend on the social service worker’s assessment of the situation, considering the potential victim’s condition and responsiveness. The use of a structured format may not put the trafficking victim at ease and should be avoided if possible. Rather, the social service worker should begin

by asking open-ended questions and then targeted questions to complete the Secondary Screening Form. Ultimately, the social service worker should decide which questions are most relevant in relation to each particular case and adapt the interview accordingly.

Given the importance of the screening and interview process, it is essential that the person being interviewed actually understands what is being said. If there is any doubt as to the ability of the individual to understand the context and detail of the interview, an interpreter should be included to assist wherever possible. In addition to the caseworker, interpreters are expected to uphold confidentiality and sign an agreement to that effect (Annex 5).

Identification and Screening Protocols



ANNEX



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ANNEX I:
**PRELIMINARY SCREENING
AND REFERRAL FORM**

INFORMED CONSENT	
Has the individual’s full and informed consent been obtained to conduct the interview based on information provided regarding the purpose of the Preliminary Screening Form, the role of the interviewer, the voluntary nature of the interview and the intended use of information provided by the individual?	3 Yes 4 No
If the individual is a minor, has the consent of the parent(s)/ guardian(s) been obtained, or is this child an unaccompanied minor from whom a parent or guardian acting in the best interest of the child cannot safely be obtained?	8 Yes 9 No

Section A: Interview Information	
A1. Location of interview:	A2. Date (DD/MM/YYYY):
A3. Name of interviewer:	A4. Language of interview:
A5. Interpreter present: <input type="checkbox"/> Yes <input type="checkbox"/> No	A6. Name of interpreter:
A7. Information obtained from: A7.1. <input type="checkbox"/> Child (17 or younger) A7.2. <input type="checkbox"/> Adult (18 or older) A7.3. <input type="checkbox"/> Mother A7.4. <input type="checkbox"/> Father	A7.5. <input type="checkbox"/> Other relative (specify): _____ A7.6. <input type="checkbox"/> Guardian (specify): _____ A7.7. <input type="checkbox"/> Witness (specify): _____

Section B: Registration Data

B1. First (Given) name(s):	B2. Last (Family) name(s):	B3. Other name(s):
B4. Date of birth (DD/MM/YYYY): <i>31 Unknown</i>		B5. Age (in years): <i>✓ Estimated</i>
B6. Sex: <input type="checkbox"/> M <input type="checkbox"/> F		B7. Citizenship:
B8. Where was the victim just before coming into contact with you? (***) ¹		
B8.1. Country:		
B8.2. Region:		
B8.3. District:		
B8.4. Town/Community:		
B9. Number of days in current location (**):		
B11. Place of birth:		B12. Place of origin: (<input type="checkbox"/> Also place of birth)
B11.1. Country:		B12.1. Country:
B11.2. Region:		B12.2. Region:
B11.3. District:		B12.3. District:
B11.4. Town/Community:		B12.4. Community:

¹ This question aims to clarify where the child was living under the most recent conditions of exploitation. This could be in a fishing community, the streets or their own home. Detailed information is critical. The answer to this question will be referred to several times later in this form, as represented by three asterisks (**).

Section C: Narrative Component
C1. Why did you leave your home?
C2. How did you get here?
C3. Were you in other places as well on the way, and what were they?

Section D: Act (Recruitment, Transportation, Transfer, Receipt or Harboursing)		
D1. How old were you when you arrived here? _____ Year(s)		
D2. How long ago did you leave your home? _____ Month(s) _____ Day(s) ²		
D3. How long have you been here (in this place)? _____ Month(s) _____ Day(s)		
D4. In your place of origin, who recruited you, or approached your parents to get you to come here?	D4.1. ✓ Family member D4.2. ✓ Family friend D4.3. ✓ Stranger D4.4. ✓ Company D4.5. ✓ Nobody D4.6. ✓ Don't know	Name: Contact:
D5. Were you abducted?	D5.1. 2. Yes D5.2. 3. No D5.3. 4. Don't know	Name: Contact:

² A child may not be able to state in months/years. In such circumstances, the interviewer should ask in other terms like significant milestones (i.e. national holidays or seasonal changes).

<p>D6. What kind of transportation was used?</p>	<p>D6.1. <input type="checkbox"/> Bus D6.2. <input type="checkbox"/> Car D6.3. <input type="checkbox"/> Travelled on foot D6.4. <input type="checkbox"/> Travelled by train D6.5. <input type="checkbox"/> Travelled by boat D6.6. <input type="checkbox"/> Travelled by plane D6.7. <input type="checkbox"/> Travelled by bicycle D6.8. <input type="checkbox"/> Don't know</p>	
<p>D7. Do you know who organized or paid for your transportation?</p> <p><i>(Check one box only)</i></p>	<p>D7.1. <input type="checkbox"/> Parent/Guardian D7.2. <input type="checkbox"/> Family member D7.3. <input type="checkbox"/> Family friend D7.4. <input type="checkbox"/> Stranger D7.5. <input type="checkbox"/> Company D7.6. <input type="checkbox"/> I paid for it myself D7.7. <input type="checkbox"/> Don't know</p>	<p>Name:</p> <p>Contact:</p>
<p>D8. Who travelled with you?</p>	<p>D8.1. <input type="checkbox"/> Sibling(s) D8.2. <input type="checkbox"/> Other children D8.3. <input type="checkbox"/> Spouse or partner D8.4. <input type="checkbox"/> Parent(s)/Guardian(s) D8.5. <input type="checkbox"/> Recruiter/Transporter D8.6. <input type="checkbox"/> Other adult(s) D8.7. <input type="checkbox"/> I was alone D8.8. <input type="checkbox"/> Don't know</p>	<p>Name(s):</p> <p>Contact(s):</p>
<p>D9. Who has been taking care of you here (***)?</p>	<p>D9.1. <input type="checkbox"/> Parent/Guardian D9.2. <input type="checkbox"/> Other relative D9.3. <input type="checkbox"/> Family friend D9.4. <input type="checkbox"/> Stranger D9.5. <input type="checkbox"/> Company D9.6. <input type="checkbox"/> Nobody D9.7. <input type="checkbox"/> Don't know</p>	<p>Name:</p> <p>Contact:</p>
<p>D10. Were you able to freely leave (***)?</p>	<p>D10.1. <input type="checkbox"/> Yes – I could leave if I wanted D10.2. <input type="checkbox"/> No – They kept me there D10.3. <input type="checkbox"/> No – I was unable because I didn't have resources</p>	
<p>D11. Assessment: Is there evidence of ACT (including recruitment, transportation, transfer, receipt or harbouring)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>		

Section E: Means (Coercion, Deception or Fraud)	
E1. What were you (or your parents) told you were coming here (***) for?	
E1.1. <input type="checkbox"/> Education/Schooling E1.2. <input type="checkbox"/> To visit family/friends E1.3. <input type="checkbox"/> Agriculture/Farm work E1.4. <input type="checkbox"/> Begging E1.5. <input type="checkbox"/> Domestic work E1.6. <input type="checkbox"/> Factory work E1.7. <input type="checkbox"/> Restaurant/Hotel work E1.8. <input type="checkbox"/> Prostitution	E1.9. <input type="checkbox"/> Childcare/Babysitting E1.10. <input type="checkbox"/> Sweeping E1.11. <input type="checkbox"/> Criminal activity E1.12. <input type="checkbox"/> Scrap metal collection E1.13. <input type="checkbox"/> Washing cars E1.14. <input type="checkbox"/> Other (specify): _____ E1.15. <input type="checkbox"/> No reason/Don't know
E1.16. Is this activity what you ended up doing? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A.	
E2. What were you told (if anything) you would receive if you came here? <i>(Multiple responses allowed)</i>	
E2.1. <input type="checkbox"/> Education/Schooling E2.2. <input type="checkbox"/> Free housing/food E2.3. <input type="checkbox"/> Other benefits (specify): _____	E2.4. <input type="checkbox"/> Medical care E2.5. <input type="checkbox"/> Money/Salary E2.6. <input type="checkbox"/> If money, estimated wages (cedi/week): _____
E2.8. If YES to any of the above, were they provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	
E3. Why did you agree to come here?	
E3.1. <input type="checkbox"/> I was not given a choice E3.2. <input type="checkbox"/> Poverty at home E3.3. <input type="checkbox"/> Food shortage at home E3.4. <input type="checkbox"/> Orphaned/Ran away E3.5. <input type="checkbox"/> Home or community is unsafe/violent	E3.6. <input type="checkbox"/> Followed family E3.7. <input type="checkbox"/> To earn money for myself E3.8. <input type="checkbox"/> To earn money for my family back home E3.9. <input type="checkbox"/> Other (specify): _____

E1. What were you (or your parents) told you were coming here (***) for?

- | | |
|--|--|
| E1.1. <input type="checkbox"/> Education/Schooling | E1.9. <input type="checkbox"/> Childcare/Babysitting |
| E1.2. <input type="checkbox"/> To visit family/friends | E1.10. <input type="checkbox"/> Sweeping |
| E1.3. <input type="checkbox"/> Agriculture/Farm work | E1.11. <input type="checkbox"/> Criminal activity |
| E1.4. <input type="checkbox"/> Begging | E1.12. <input type="checkbox"/> Scrap metal collection |
| E1.5. <input type="checkbox"/> Domestic work | E1.13. <input type="checkbox"/> Washing cars |
| E1.6. <input type="checkbox"/> Factory work | E1.14. <input type="checkbox"/> Other (specify): _____ |
| E1.7. <input type="checkbox"/> Restaurant/Hotel work | E1.15. <input type="checkbox"/> No reason/Don't know |
| E1.8. <input type="checkbox"/> Prostitution | |

E1.16. Is this activity what you ended up doing? ☐ Yes ☐ No ☐ N.A.

E2. What were you told (if anything) you would receive if you came here?

(Multiple responses allowed)

- E2.1. ☐ Education/Schooling

E2.2. ☐ Free housing/food

E2.3. ☐ Other benefits (specify): _____

E2.4. ☐ Medical care

E2.5. ☐ Money/Salary

E2.6. ☐ If money, estimated wages (cedi/week): _____

E2.8. If YES to any of the above, were they provided? ☐ Yes ☐ No

E3. Why did you agree to come here?

- E3.1. ☐ I was not given a choice
 E3.2. ☐ Poverty at home
 E3.3. ☐ Food shortage at home
 E3.4. ☐ Orphaned/Ran away
 E3.5. ☐ Home or community is unsafe/violent
 E3.6. ☐ Followed family
 E3.7. ☐ To earn money for myself
 E3.8. ☐ To earn money for my family back home
 E3.9. ☐ Other (specify):

E5. Were any of the following means used to recruit, transport or keep you here? *(Select all that apply.)*

- E5.1. ☐ Abduction
 E5.2. ☐ Physical abuse
 E5.3. ☐ Threats to you
 E5.4. ☐ Psychological abuse
 E5.5. ☐ Threats to family
 E5.6. ☐ False promises/Deception
 E5.7. ☐ Sexual abuse
 E5.8. ☐ Threat of action by law enforcement
 E5.9. ☐ Given drugs or alcohol
 E5.10. ☐ Denied freedom of movement/locked up

- E5.11. ☐ Money or wages withheld/taken away
 E5.12. ☐ Identification documents withheld/taken
 E5.13. ☐ Denied medical treatment
 E5.14. ☐ Debt bondage, or told that you "owe"
 E5.15. ☐ None of the above (no coercion)
 E5.16. ☐ Other (specify):

E6. Assessment: Is there evidence of deception, fraud or coercion? 8. Yes 4. No

Section F: Purpose (Exploitation)

F1. What type of work have you been doing since you arrived here? *(Multiple responses allowed)*

- F1.1. ☐ Begging
 F1.2. ☐ Garbage/Scrap collection
 F1.3. ☐ Domestic work
 F1.4. ☐ Pick pocketing or petty theft
 F1.5. ☐ Fishing
 F1.6. ☐ Debt bondage³
 F1.7. ☐ Prostitution/Pornography⁴

- F1.8. ☐ Mining
 F1.9. ☐ Forced marriage
 F1.10. ☐ Scavenging for food
 F1.11. ☐ Childcare
 F1.12. ☐ Factory work
 F1.13. ☐ Restaurant work
 F1.14. ☐ Other (specify):

³ A person is under control of another person as security payment for a debt when the length and nature of services is not clearly defined or when the value of the services as reasonably assessed is not applied towards liquidation of the debt.

⁴ Any of these activities constitute exploitation.



F2. What means were used to make you stay and work here (either used or a real threat)?

- | | |
|--|---|
| <p>F2.1. <input type="checkbox"/> Physical abuse</p> <p>F2.2. <input type="checkbox"/> Involuntary separation from your family</p> <p>F2.3. <input type="checkbox"/> Threats to you</p> <p>F2.4. <input type="checkbox"/> Threat of action by law enforcement</p> <p>F2.5. <input type="checkbox"/> Threats to family</p> <p>F2.6. <input type="checkbox"/> False promises/Deception</p> <p>F2.7. <input type="checkbox"/> Sexual abuse</p> <p>F2.8. <input type="checkbox"/> Debt bondage, told that you "owe"</p> <p>F2.9. <input type="checkbox"/> Given drugs or alcohol</p> | <p>F2.10. <input type="checkbox"/> Denied freedom of movement/locked up</p> <p>F2.11. <input type="checkbox"/> Money or wages withheld/taken away</p> <p>F2.12. <input type="checkbox"/> Identification documents withheld/taken</p> <p>F2.13. <input type="checkbox"/> Denied medical treatment</p> <p>F2.14. <input type="checkbox"/> Psychological abuse</p> <p>F2.15. <input type="checkbox"/> Other (specify): _____</p> <p>F2.16. <input type="checkbox"/> No, the work I was doing was voluntary</p> |
|--|---|

Section G: Investigation

G1. Assessment: Any person(s) involved in this case that should be investigated.
 38 Yes ☐ No

If YES, please provide the following information for each suspect (MANDATORY):

- | | |
|------------------|---|
| G1.1.
Suspect | <p>G1.1.1. Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>G1.1.2. Approximate age: <input type="checkbox"/> Teenager (13–17)
 <input checked="" type="checkbox"/> Young adult (18–30)
 <input checked="" type="checkbox"/> Older adult (> 30)</p> <p>G1.1.3. First name: _____</p> <p>G1.1.4. Last name: _____</p> <p>G1.1.5. Relation to victim: _____</p> <p>G1.1.6. Telephone: _____</p> <p>G1.1.7. Address: _____</p> <p>G1.1.8. Suspected role: _____</p> |
|------------------|---|

<p>G1.2. Suspect</p>	<p>G1.2.1. Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>G1.2.2. Approximate age: <input type="checkbox"/> Teenager (13–17) ✓ Young adult (18–30) ✓ Older adult (> 30)</p> <p>G1.2.3. First name: _____</p> <p>G1.2.4. Last name: _____</p> <p>G1.2.5. Relation to victim: _____</p> <p>G1.2.6. Telephone: _____</p> <p>G1.2.7. Address: _____</p> <p>G1.2.8. Suspected role: _____</p>
<p>G1.3. Suspect</p>	<p>G1.3.1. Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female</p> <p>G1.3.2. Approximate age: <input type="checkbox"/> Teenager (13–17) <input type="checkbox"/> Young adult (18–30) <input type="checkbox"/> Older adult (> 30)</p> <p>G1.3.3. First name: _____</p> <p>G1.3.4. Last name: _____</p> <p>G1.3.5. Relation to victim: _____</p> <p>G1.3.6. Telephone: _____</p> <p>G1.3.7. Address: _____</p> <p>G1.3.8. Suspected role: _____</p>



Section H: Referral											
<p>H1. Will you refer this victim to another agency for further assistance?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>											
<p>If YES, please provide the following information for each referral agency (MANDATORY):</p>											
<p>H1.1. Referral agency</p>	<p>H1.1.1. Type(s) of assistance:</p> <table border="0"> <tr> <td><input type="checkbox"/> Transitional shelter</td> <td><input type="checkbox"/> Legal services</td> </tr> <tr> <td><input type="checkbox"/> Health/Medical services</td> <td><input type="checkbox"/> Family tracing</td> </tr> <tr> <td><input type="checkbox"/> Nutritional feeding</td> <td><input type="checkbox"/> Family counselling</td> </tr> <tr> <td><input type="checkbox"/> Education</td> <td><input type="checkbox"/> Long-term housing</td> </tr> <tr> <td><input type="checkbox"/> Psychological counselling</td> <td><input type="checkbox"/> Reintegration</td> </tr> </table> <p>H1.1.2. Name of focal point: _____</p> <p>H1.1.3. Address: _____</p> <p>H1.1.4. Phone number: _____</p>	<input type="checkbox"/> Transitional shelter	<input type="checkbox"/> Legal services	<input type="checkbox"/> Health/Medical services	<input type="checkbox"/> Family tracing	<input type="checkbox"/> Nutritional feeding	<input type="checkbox"/> Family counselling	<input type="checkbox"/> Education	<input type="checkbox"/> Long-term housing	<input type="checkbox"/> Psychological counselling	<input type="checkbox"/> Reintegration
<input type="checkbox"/> Transitional shelter	<input type="checkbox"/> Legal services										
<input type="checkbox"/> Health/Medical services	<input type="checkbox"/> Family tracing										
<input type="checkbox"/> Nutritional feeding	<input type="checkbox"/> Family counselling										
<input type="checkbox"/> Education	<input type="checkbox"/> Long-term housing										
<input type="checkbox"/> Psychological counselling	<input type="checkbox"/> Reintegration										
<p>H1.2. Referral agency</p>	<p>H1.2.1. Type(s) of assistance:</p> <table border="0"> <tr> <td><input type="checkbox"/> Transitional shelter</td> <td><input type="checkbox"/> Legal services</td> </tr> <tr> <td><input type="checkbox"/> Health/Medical services</td> <td><input type="checkbox"/> Family tracing</td> </tr> <tr> <td><input type="checkbox"/> Nutritional feeding</td> <td><input type="checkbox"/> Family counselling</td> </tr> <tr> <td><input type="checkbox"/> Education</td> <td><input type="checkbox"/> Long-term housing</td> </tr> <tr> <td><input type="checkbox"/> Psychological counselling</td> <td><input type="checkbox"/> Reintegration</td> </tr> </table> <p>H1.2.2. Name of focal point: _____</p> <p>H1.2.3. Address: _____</p> <p>H1.2.4. Phone number: _____</p>	<input type="checkbox"/> Transitional shelter	<input type="checkbox"/> Legal services	<input type="checkbox"/> Health/Medical services	<input type="checkbox"/> Family tracing	<input type="checkbox"/> Nutritional feeding	<input type="checkbox"/> Family counselling	<input type="checkbox"/> Education	<input type="checkbox"/> Long-term housing	<input type="checkbox"/> Psychological counselling	<input type="checkbox"/> Reintegration
<input type="checkbox"/> Transitional shelter	<input type="checkbox"/> Legal services										
<input type="checkbox"/> Health/Medical services	<input type="checkbox"/> Family tracing										
<input type="checkbox"/> Nutritional feeding	<input type="checkbox"/> Family counselling										
<input type="checkbox"/> Education	<input type="checkbox"/> Long-term housing										
<input type="checkbox"/> Psychological counselling	<input type="checkbox"/> Reintegration										
<p>H1.3. Referral agency</p>	<p>H1.3.1. Type(s) of assistance:</p> <table border="0"> <tr> <td><input type="checkbox"/> Transitional shelter</td> <td><input type="checkbox"/> Legal services</td> </tr> <tr> <td><input type="checkbox"/> Health/Medical services</td> <td><input type="checkbox"/> Family tracing</td> </tr> <tr> <td><input type="checkbox"/> Nutritional feeding</td> <td><input type="checkbox"/> Family counselling</td> </tr> <tr> <td><input type="checkbox"/> Education</td> <td><input type="checkbox"/> Long-term housing</td> </tr> <tr> <td><input type="checkbox"/> Psychological counselling</td> <td><input type="checkbox"/> Reintegration</td> </tr> </table> <p>H1.3.2. Name of focal point: _____</p> <p>H1.3.3. Address: _____</p> <p>H1.3.4. Phone number: _____</p>	<input type="checkbox"/> Transitional shelter	<input type="checkbox"/> Legal services	<input type="checkbox"/> Health/Medical services	<input type="checkbox"/> Family tracing	<input type="checkbox"/> Nutritional feeding	<input type="checkbox"/> Family counselling	<input type="checkbox"/> Education	<input type="checkbox"/> Long-term housing	<input type="checkbox"/> Psychological counselling	<input type="checkbox"/> Reintegration
<input type="checkbox"/> Transitional shelter	<input type="checkbox"/> Legal services										
<input type="checkbox"/> Health/Medical services	<input type="checkbox"/> Family tracing										
<input type="checkbox"/> Nutritional feeding	<input type="checkbox"/> Family counselling										
<input type="checkbox"/> Education	<input type="checkbox"/> Long-term housing										
<input type="checkbox"/> Psychological counselling	<input type="checkbox"/> Reintegration										

ANNEX 2:

SECONDARY SCREENING FORM (ASSISTANCE)

INFORMED CONSENT

Has the individual been informed that IOM and/or the Government of Ghana reserves the right to share her/his individual case data for assistance purposes and only with entities involved in direct assistance?

☐ Yes

☐ No

Has the individual further been informed that IOM and/or the Government of Ghana reserves the right to make a limited disclosure of non-personal data based on the information collected at the interview to law enforcement for the purpose of rescuing other victims that remain under the control of traffickers or preventing other potential victims from being trafficked?

☐ Yes

☐ No

Has the individual further been informed that IOM and/or the Government of Ghana reserves the right to use (only anonymous, aggregate) data for research purposes?

☐ Yes

☐ No

Has the individual's full and informed consent been obtained to conduct the interview based on information given regarding the role of the organization, the voluntary nature of the interview and the use of the information provided by the individual?

☐ Yes

☐ No

If the individual is a minor, has the consent of the parent(s)/ guardian(s) been obtained, or is this child an unaccompanied minor from whom a parent or guardian acting in the best interest of the child cannot safely be obtained?

☐ Yes

☐ No

Section A: Interview Information

A1. Location of interview:

A2. Date (DD/MM/YYYY):

A3. Name of interviewer:

A4. Language of interview:



A5. Interpreter present: <input type="checkbox"/> Yes <input type="checkbox"/> No	A6. Name of interpreter:
A7. Information obtained from:	A7.5. <input type="checkbox"/> Other relative (specify): _____
A7.1. <input type="checkbox"/> Child (17 or younger)	A7.6. <input type="checkbox"/> Guardian (specify): _____
A7.2. <input type="checkbox"/> Adult (18 or older) A7.3. <input type="checkbox"/> Mother	A7.7. <input type="checkbox"/> Witness (specify): _____
A7.4. <input type="checkbox"/> Father	

Section A: Registration Data		
A1. Given name(s):	A2. Family name(s):	A3. Other name(s):
A4. Date of birth (DD/MM/YYYY): <input type="checkbox"/> <i>Unknown</i>	A5. Age (in years): <input type="checkbox"/> <i>Estimated</i>	
A6. Sex: <input type="checkbox"/> M <input type="checkbox"/> F	A7. Citizenship:	
A8. Current location (at time of screening): <input type="checkbox"/> Safe house/Agency <input type="checkbox"/> Detention facility/Cell/Prison <input type="checkbox"/> Street <input type="checkbox"/> Other (specify) _____	A9. Number of days in current location:	
	A10. Address:	
A11. Where was the child living before coming into contact with this organization? (***) ⁵		
A12. Place of birth:	A13. Place of origin: (<input type="checkbox"/> Also place of birth)	
A12.1. Country:	A13.1. Country:	
A12.2. District:	A13.2. District:	
A12.3. Sub-county:	A13.3. Sub-county:	
A12.4. Village:	A13.4. Village:	

⁵ This question aims to clarify where the child was living under the most recent conditions of exploitation. This could be in a fishing community, the streets, or their own home. Detailed information is critical. The answer to this question will be referred to several times later in this form, as represented by three asterisks(***)

Section B: Socioeconomic Assessment

B1. Where does your family live now?	Living in (***)	Currently living in place of origin	Currently living elsewhere	Name	Contact
1. Mother	B1.2.1. <input type="checkbox"/>	B1.2.2. <input type="checkbox"/>	B1.2.3. <input type="checkbox"/>		
2. Father	B1.3.1. <input type="checkbox"/>	B1.3.2. <input type="checkbox"/>	B1.3.3. <input type="checkbox"/>		
3. Stepmother	B1.4.1. <input type="checkbox"/>	B1.4.2. <input type="checkbox"/>	B1.4.3. <input type="checkbox"/>		
4. Stepfather	B1.5.1. <input type="checkbox"/>	B1.5.2. <input type="checkbox"/>	B1.5.3. <input type="checkbox"/>		
5. Male sibling(s)	B1.6.1. (#)	B1.6.2. (#)	B1.6.3. (#)		
6. Female sibling(s)	B1.7.1. (#)	B1.7.2. (#)	B1.7.3. (#)		
7. Aunt(s)	B1.8.1. (#)	B1.8.2. (#)	B1.8.3. (#)		
8. Uncle(s)	B1.9.1. (#)	B1.9.2. (#)	B1.9.3. (#)		
9. Grandparent(s)	B1.10.1. (#)	B1.10.2. (#)	B1.10.3. (#)		
10. Children	B1.11.1. (#)	B1.11.2. (#)	B1.11.3. (#)	Age(s) of children (separate by comma):	
B2. Were there other people living with you at (***) before you got into contact with this organization that are not your relatives? <input type="checkbox"/> Yes <input type="checkbox"/> No					
B3. How many other children lived with you while you were in (***)? _____					
B4. How many other adults lived with you in (***)? _____					
B4.1. Names and contacts: (Max. 3; B4.1.1 – B4.1.3)	Name			Contact	
B5. What was your role in the family just before you arrived here (in your place of origin)?					
<input type="checkbox"/> Head of household <input type="checkbox"/> Spouse (no children)					
<input type="checkbox"/> Oldest child <input type="checkbox"/> Guardian					
<input type="checkbox"/> Other child <input type="checkbox"/> Other (specify) _____					



B6. Who lived with you before you came here? (In place of origin)

B6.1. ☐ Mother

B6.6. ☐ Guardian (unrelated)

B6.2. ☐ Father

B6.7. ☐ Spouse

B6.3. ☐ Sibling(s) B6.3.1 (#:)

B6.8. ☐ Grandparent(s) B6.8.1 (#:)

B6.4. ☐ Aunt(s) B6.4.1 (#:)

B6.9. ☐ Cousin(s) B6.8.1 (#:)

B6.5. ☐ Uncle(s) B6.5.1 (#:)

B6.10. ☐ Your children B6.9.1 (#:)

Total HH size B6.11 (#:)

B7. Were you married before you came here? ☐ Yes ☐ No

B8. Are you currently married? ☐ Yes ☐ No

B9. How often are you in contact with your parent/guardian?

☐ Daily

☐ Weekly

☐ Monthly

☐ Rarely/Never

B9.1. Explain:

B10. When was the last time you were in contact with a family member?

(May have to help with milestones) Approximately _____ days ago

☐ N.A. (Never in touch)

B11. What kind of work did your father do before you moved here?

(Check one box only.)

☐ Unemployed

☐ Office

☐ Farming/Fishing

☐ Government

☐ Tending cattle

☐ Driver/Transportation

☐ Working in a shop/
Restaurant

☐ Handicrafts/Beading

☐ Construction/

☐ Brewing

Carpentry/Masonry

☐ Other

☐ Mining/Marble extraction

☐ Don't know

☐ N.A. (No father)

B12. What kind of work did your mother do before you moved here?

(Check one box only.)

☐ Unemployed

☐ Office

☐ Farming/Fishing

☐ Government

☐ Tending cattle

☐ Driver/Transportation

☐ Working in a shop/
Restaurant

☐ Handicrafts/Beading

☐ Construction/

☐ Brewing

Carpentry/Masonry

☐ Other

☐ Mining/Marble extraction

☐ Don't know

☐ N.A. (No mother)

B13. What sorts of things did your family have where you came from?
(In your place of origin)

B13.1. ☐ Livestock

B13.7. ☐ Table

B13.2. ☐ Owned land/plantation

B13.8. ☐ Television

B13.3. ☐ Bicycle

B13.9. ☐ Generator

B13.4. ☐ Radio

B13.10. ☐ Mattress

B13.5. ☐ Tin roof

B13.11. ☐ Mobile phone

B13.6. ☐ Stove

B13.12. ☐ Other (specify) _____

B14. Was there violence in your home before you left? ☐ Yes ☐ No

If YES, specify:

B15. Was there violence in your community before you left? ☐ Yes ☐ No

If YES, specify:

B16. Did you feel safe in your community before you left? ☐ Yes ☐ No

If NO, specify:

Section C: Narrative Component

C1. Why did you leave your home?

C2. How did you get here?

C3. Were you in other places as well on the way, and what were they?



Section D: Transportation	
D1. How old were you when you arrived here? _____ Year(s)	
D2. How long ago did you leave your home? _____ Month(s) _____ Day(s) ⁶	
D3. How long have you been here (in this place)? _____ Month(s) _____ Day(s)	
D4. In your place of origin, who recruited you or approached your parents to get you to come here? <input type="checkbox"/> Other family member <input type="checkbox"/> Company <input type="checkbox"/> Family friend <input type="checkbox"/> Nobody <input type="checkbox"/> Stranger <input type="checkbox"/> Don't know	D4.1. Name: D4.2. Contact:
D5. Were you abducted? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	D5.1. Name: D5.2. Contact:
D6. What kind of transportation was used? D6.1. <input type="checkbox"/> Bus D6.3. <input type="checkbox"/> Travelled on foot D6.2. <input type="checkbox"/> Car D6.4. <input type="checkbox"/> Don't know	
D7. Do you know who organized or paid for your transportation? <i>(Check one box only)</i> <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Company <input type="checkbox"/> Other family member <input type="checkbox"/> I paid for it myself <input type="checkbox"/> Family friend <input type="checkbox"/> Don't know <input type="checkbox"/> Stranger	D7.1. Name: D7.2. Contact:
D8. Who travelled with you? D8.1. <input type="checkbox"/> Sibling(s) D8.2. <input type="checkbox"/> Other children D8.3. <input type="checkbox"/> Spouse or partner D8.4. <input type="checkbox"/> Parent(s)/Guardian(s) D8.5. <input type="checkbox"/> Recruiter/Transporter D8.6. <input type="checkbox"/> Other adult(s) D8.7. <input type="checkbox"/> I was alone D8.8. <input type="checkbox"/> Don't know	Name(s): Contact(s):

⁶ A child may not be able to state in months/years. In such circumstances, the interviewer should ask in other terms like significant milestones (i.e. national holidays or seasonal changes).

D9. Who has been taking care of you here (***)?

D9.1. ☐ Parent/Guardian

D9.2. ☐ Other relative

D9.3. ☐ Family friend

D9.4. ☐ Stranger

D9.5. ☐ Companion

D9.6. ☐ Nobody

D9.7. ☐ Don't know

Name:

Contact:

D10. Were you able to freely leave (***)?

☐ Yes – I could leave if I wanted

☐ No – They kept me there

☐ No – I was unable because I didn't have money or transportation

D12. Interviewer assessment: Is there evidence of recruitment, transportation, transfer, receipt or harbouring? ☐ Yes ☐ No

D12.1. Explain:

Section E: Coercion, Deception, Fraud

E1. What were you (or your parents) told you were coming here (***) for:

☐ Education/schooling

☐ Factory work

☐ To visit family/friends

☐ Restaurant/Hotel work

☐ Agriculture/farm work

☐ Prostitution

☐ Begging

☐ Childcare/babysitting

☐ Domestic work

☐ Criminal activity

☐ Scrap metal collection

☐ Washing cars

☐ Sweeping

☐ Other (specify): _____

☐ No reason given/Don't know

E1.1. Is this activity what you ended up doing? ☐ Yes ☐ No ☐ N.A.

E2. What were you told (if anything) you would receive if you came here?

(Multiple responses allowed):

E2.1. ☐ Education/Schooling

E2.4. ☐ Medical care

E2.2. ☐ Free housing/food

E2.5. ☐ Money/Salary

E2.3. ☐ Other benefits (specify): _____

E2.6. If money, estimated wages (cedi/week): _____

E2.7. If YES to any of the above, were they provided? ☐ Yes ☐ No

**E3. Why did you agree to come here?**

- | | |
|--|--|
| E3.1. <input type="checkbox"/> I was not given a choice | E3.6. <input type="checkbox"/> Followed family |
| E3.2. <input type="checkbox"/> Poverty at home | E3.7. <input type="checkbox"/> To earn money for myself |
| E3.3. <input type="checkbox"/> Food shortage at home | E3.8. <input type="checkbox"/> To earn money for my family back home |
| E3.4. <input type="checkbox"/> Orphaned/Ran away | |
| E3.5. <input type="checkbox"/> Home or community is unsafe/violent | E3.9. <input type="checkbox"/> Other (specify): E3.9.1. |

E4. Interviewer assessment: Is there evidence of deception or fraud?

☐ Yes ☐ No

E4.1. Explain:

E5. Were any of the following means used to recruit, transport, or keep you here? (Select all that apply.)

- E5.1. ☐ Abduction
- E5.2. ☐ Physical abuse
- E5.3. ☐ Threats to you
- E5.4. ☐ Psychological abuse
- E5.5. ☐ Threats to family
- E5.6. ☐ False promises/Deception
- E5.7. ☐ Sexual abuse
- E5.8. ☐ Threat of action by police or law enforcement
- E5.9. ☐ Given drugs or alcohol
- E5.10. ☐ Denied freedom of movement/Locked up
- E5.11. ☐ Money or wages withheld/taken away
- E5.12. ☐ Identity or travel documents withheld/taken away
- E5.13. ☐ Denied medical treatment
- E5.14. ☐ Debt bondage, or told that you “owe” something
- E5.15. ☐ None of the above (no coercion)
- E5.16. ☐ Other (specify): _____

E6. Interviewer assessment: Is there evidence of deception or coercion?

☐ Yes ☐ No

E6.1. Explain:

Section F: Exploitation

F1. What type of work have you been doing since you arrived here?

(Multiple responses allowed)

- F1.1. ☐ Begging
- F1.2. ☐ Garbage/scrap collection
- F1.3. ☐ Domestic work
- F1.4. ☐ Pick pocketing or petty theft
- F1.5. ☐ Fishing
- F1.6. ☐ Debt bondage*
- F1.7. ☐ Sex work/Prostitution/Pornography**
- F1.8. ☐ Forced marriage**
- F1.9. ☐ Scavenging for food
- F1.10. ☐ Childcare
- F1.11. ☐ Factory work
- F1.12. ☐ Restaurant work
- F1.13. ☐ Other (specify) F1.13.1: _____

* Any work to pay off a debt that is not clearly defined, or an inappropriate amount

F2. Were any of the following means used to make you stay and work here (either used or a real threat)?

- F2.1. ☐ Physical abuse
- F2.2. ☐ Involuntary separation from your family
- F2.3. ☐ Threats to you
- F2.4. ☐ Threat of action by law enforcement or police
- F2.5. ☐ Threats to family
- F2.6. ☐ False promises/Deception
- F2.7. ☐ Sexual abuse
- F2.8. ☐ Debt bondage, or told that you "owe" something
- F2.9. ☐ Given drugs or alcohol
- F2.10. ☐ Denied freedom of movement/locked up
- F2.11. ☐ Money or wages withheld/taken away
- F2.12. ☐ Identity or travel documents withheld/taken away
- F2.13. ☐ Denied medical treatment
- F2.14. ☐ Psychological abuse
- F2.15. ☐ Other (specify): F2.15.1: _____



F3. If you experienced sexual exploitation (prostitution/sex work, forced marriage/sex, pornography), were any of the following true:

F3.1. ☐ Denied ability to refuse a victim

F3.2. ☐ Denied ability to refuse certain

acts F3.3. ☐ Denied ability to use a

condom F3.4. ☐ Unintended pregnancy

F3.5. ☐ Abortion

F3.6. ☐ Contracted HIV

F3.7. ☐ Contracted another sexually transmitted infection (i.e. gonorrhoea, syphilis, chlamydia, herpes)

F3.8. If you contracted HIV/STI, were you able to get treatment? ☐ Yes ☐ No

F3.9. ☐ N.A.

F4. Interviewer assessment: Is the child a victim of exploitation? ☐ Yes ☐ No

F4.1. If YES, what type of exploitation (MANDATORY FIELD):

F4.1.1. ☐ Sexual (includes prostitution, sex tourism, pornography, or use of a person for intercourse)

F4.1.2. ☐ Forced marriage

F4.1.3. ☐ Child marriage

F4.1.4. ☐ Forced labour (any work/service under the threat of penalty which is not done voluntarily)

F4.1.5. ☐ Use of child in armed conflict

F4.1.6. ☐ Use of person in illegal

activities F4.1.7. ☐ Debt bondage⁷

F4.1.8. ☐ Slavery, servitude or similar practices (the powers of "ownership" over a person are applied)

F4.1.9. ☐ Human sacrifice

F4.1.10. ☐ Removal of organs

Section G: Retrafficking

G1. Have you returned home since you came to this place? ☐ Yes ☐ No

G2. How old were you when you first came here? _____ Year(s)

G3. What was the PRIMARY reason you returned home? (*Select one only.*)

☐ To give money to my family

☐ Rescued up by police

☐ I was homesick

☐ An NGO/IO resettled me

☐ I escaped from the conditions where I was

☐ I returned for school

☐ My family asked me to return

☐ Other (specify): _____

⁷ A person is under control of another person as security payment for a debt when the length and nature of services is not clearly defined or when the value of the services as reasonably assessed is not applied towards liquidation of the debt.

G4. The LAST time you returned home, how long did you spend there?
 _____ Day(s) ☐ N.A.

G5. Why did you decide to leave home again?

- G5.1. ☐ I was not given a choice
 G5.2. ☐ Poverty at home
 G5.3. ☐ Food shortage at home
 G5.4. ☐ Orphaned/Ran away/Disowned
 G5.5. ☐ I could not find my family
 G5.6. ☐ Home or community is unsafe/violent
 G5.7. ☐ Followed family
 G5.8. ☐ To earn money for myself
 G5.9. ☐ To earn money for my family back home
 G5.10. ☐ N.A.

G6. Interviewer assessment: Is there evidence of retrafficking? ☐ Yes ☐ No

G6.1. If YES, how many times has the child been retrafficked? _____
 Explain:

Section H: Assessment of Current Conditions

Safety

H1. Did you feel safe in the place where you were living here?
 (After migration/trafficking)

- ☐ Yes
☐ No

If NO, why?

- H1.1. ☐ Fear that someone will hurt you
 H1.2. ☐ Fear that you will be reported to police
 H1.3. ☐ Fear that you will never see your family

H2. Do you feel safe where you are right now?

- ☐ Yes
☐ No

If NO, why?

- H2.1. ☐ Fear that you will be taken back
 H2.2. ☐ Fear that you will be abducted
 H2.3. ☐ Fear that someone will hurt you
 H2.4. ☐ Fear that you will be reported to police
 H2.5. ☐ Scared of strangers in this place
 H2.6. ☐ Don't know or none of the above



H3. Do you feel safe to return to where you are from?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, why? H3.1. <input type="checkbox"/> Fear that you will be re trafficked H3.2. <input type="checkbox"/> Fear that someone at home will hurt you H3.3. <input type="checkbox"/> Fear of violence in the community H3.4. <input type="checkbox"/> Fear of not having enough money/ food
H4. Are you afraid of the police?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, why? H4.1. <input type="checkbox"/> They will hurt me H4.2. <input type="checkbox"/> They will send me somewhere against my will H4.3. <input type="checkbox"/> They will arrest me H4.4. <input type="checkbox"/> Don't know, or none of the above
H5. Are you concerned that the trafficker knows where you are now?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A.	If YES, why? H5.1. <input type="checkbox"/> The trafficker has contacted you H5.2. <input type="checkbox"/> The trafficker contacted someone you know
H6. Are you concerned that the trafficker will contact you when you return home?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A.	If YES, why? H6.1. <input type="checkbox"/> He/She is a friend of the family H6.2. <input type="checkbox"/> He/She is a family member H6.4. <input type="checkbox"/> My parents will want me to return H6.5. <input type="checkbox"/> Don't know, or none of the above
H7. Are you concerned that someone at home will re traffic you?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N.A.	
H8. Interviewer assessment: Are there security concerns for this child? <input type="checkbox"/> Yes <input type="checkbox"/> No H8.1. If yes, explain:		

H9. Health: Does the child have any of the following

- signs/symptoms: H9.1. ☐ Cough H9.8. ☐ Physical deformity
 H9.2. ☐ Appears malnourished H9.9. ☐ Fever
 H9.3. ☐ Swollen face or belly H9.10. ☐ Skin infection
 H9.4. ☐ Bruises H9.11. ☐ Crying frequently
 H9.5. ☐ Yellow eyes/Jaundice H9.12. ☐ Appears withdrawn
 H9.6. ☐ Cuts H9.13. ☐ Urinary incontinence

- H9.7. ☐ Broken bones H9.14. ☐ Frequent nightmares

H10. Education:

H10.1. When you were in (**), how often did you attend school?
(Check one box only.)

- ☐ Every day
☐ More than half of the time (3–4 times/week)
☐ A few days a week (2–3 times/week)
☐ About once a week
☐ I go to school at home, but not here
☐ Almost never/Never

H10.2. What is the highest grade of education you have completed?

- ☐ P.1 ☐ S.1
☐ P.2 ☐ S.2
☐ P.3 ☐ S.3
☐ P.4 ☐ S.4
☐ P.5 ☐ S.5
☐ P.6 ☐ S.6
☐ P.7

H10.2. If you do not go to school regularly, would you like to?
(Check one box only.) ☐ Yes ☐ No ☐ Does not apply

H10.3. If you do not go to school regularly, why don't you?
(Check one box only.)

- ☐ I have to work and make money
☐ I am not allowed to
☐ I am allowed to go, but I can't afford the fees
☐ I do not want to go
☐ I was kicked out of school
☐ Does not apply

H11. Living and working conditions in (***):

H11.1. Did you have a place to sleep every night?

☐ Yes ☐ NoH11.2. If the child is paying for themselves, how much do they have to pay to live there? ☐ (Free) _____ cedi/per night ☐ N.A.

H11.3. Did you sleep outside or inside?

☐ Outside ☐ Inside

H11.4. Did you eat every day?

☐ Yes ☐ No

H11.5. How many meals did you eat a day?

☐ 0 ☐ 1 ☐ 2 ☐ 3

H11.6. Was the food better here (***) than at home?

☐ Better here (+1) ☐ The same (0) ☐ Better at home (-1) ☐ Don't know

H11.7. Did you feel like you have enough food to eat?

☐ Yes ☐ No

H11.8. Did you have access to drinking water?

☐ Yes ☐ No

H11.9. Did you have access to a toilet?

☐ Yes ☐ No

H11.10. Did you have access to medical treatment?

☐ Yes ☐ No ☐ Don't know

H11.11. How many hours did you work a day?

_____ hours/day ☐ N.A. (not working)

H11.12. How much money did you make a day?

_____ cedi/day ☐ N.A. (not working)H11.13. How much money do you have to give away to other people a day? (Does not include remittances) _____ cedi/day ☐ N.A. (not working)

H11.14. Has anyone ever hurt you while you were working?

☐ Yes ☐ No ☐ N.A. (not working)

H11.15. Can you take a day off of work if you wanted (i.e. due to illness, tiredness or to attend school)?

☐ Yes ☐ No ☐ N.A. (not working)

Section I: Assistance needs recommended by caseworker

I.1	Immediate need	Does the child approve/ agree?	Will be provided by the screening agency	Requires referral to outside agency
I1.1. Transitional shelter	I1.1.1. <input type="checkbox"/>	I1.1.2. <input type="checkbox"/>	I1.1.3. <input type="checkbox"/>	I1.1.4. <input type="checkbox"/>
I1.2. Health/ Medical services (including primary care/check-up)	I1.2.1. <input type="checkbox"/>	I1.2.2. <input type="checkbox"/>	I1.2.3. <input type="checkbox"/>	I1.2.4. <input type="checkbox"/>
I1.3. Nutritional feeding	I1.3.1. <input type="checkbox"/>	I1.3.2. <input type="checkbox"/>	I1.3.3. <input type="checkbox"/>	I1.3.4. <input type="checkbox"/>
I1.4. Education/ Schooling	I1.4.1. <input type="checkbox"/>	I1.4.2. <input type="checkbox"/>	I1.4.3. <input type="checkbox"/>	I1.4.4. <input type="checkbox"/>
I1.5. Counselling/ Psychological assistance	I1.5.1. <input type="checkbox"/>	I1.5.2. <input type="checkbox"/>	I1.5.3. <input type="checkbox"/>	I1.5.4. <input type="checkbox"/>
I1.6. Legal services (legal care orders, adoption, etc.)	I1.6.1. <input type="checkbox"/>	I1.6.2. <input type="checkbox"/>	I1.6.3. <input type="checkbox"/>	I1.6.4. <input type="checkbox"/>
I1.7. Family tracing	I1.7.1. <input type="checkbox"/>	I1.7.2. <input type="checkbox"/>	I1.7.3. <input type="checkbox"/>	I1.7.4. <input type="checkbox"/>
I2. Is the child willing to return home? <input type="checkbox"/> Yes <input type="checkbox"/> No				
I3. Does the child prefer to stay in their current situation? <input type="checkbox"/> Yes <input type="checkbox"/> No				
I4. Does the child prefer to stay somewhere else? <input type="checkbox"/> Yes <input type="checkbox"/> No				
I4.1. If the child prefers to stay somewhere else, where? _____				

I5. Interviewer assessment: Is there any person involved in this case that should be criminally investigated? ☐ Yes ☐ No

I6. Sex: ☐ Male ☐

Female I7. Approximate

age:

☐ Teenager ☐ Young adult (18–30) ☐ Older adult (> 30)

I8. First name:

I9. Last name:

I10.

Telephone:

I11. Address:

I12. On what grounds should an investigation take place?

I13. Which agency will be the primary agency for this child?

☐ This agency

☐ Another agency: Name: _____

☐ N.A. (Child not eligible for assistance)

MINIMUM STANDARDS OF ASSISTANCE

Activity Description	Minimum Standards
1. Transitional shelter Shelter provided to the victim after identification while awaiting reintegration/resettlement.	<ul style="list-style-type: none"> a. Shelters must be clean and secure with appropriate access to water and sanitation facilities and bedding. b. Male and female children are housed separately with the exception of males under five years of age who may be permitted to house with females for care. c. Security assessments for victims are made routinely and appropriate measures are implemented if a victim is at risk of harm either by traffickers or others.
2. Health/Medical services The provision of comprehensive medical care for victims including primary care check-ups, disease follow-up and treatment, and provision of acute services (emergencies, accidents, etc.).	<ul style="list-style-type: none"> a. All victims must receive routine check-up care by a certified medical practitioner at the time of entry into the programme, and at the time of any change in disposition (movement, resettlement, reintegration). b. Children's health needs are assessed regularly by trained and medically certified professionals. c. Pre-existing and new diseases, including chronic conditions and physical injuries, are managed in an appropriate and timely manner.

<p>3. Nutritional feeding</p> <p><i>Nutrition</i> is a broad term referring to processes involved in eating, digestion, and utilization of food by the body for growth and development, reproduction, physical activity and maintenance of health.⁸ Activities relating to nutritional feeding encompass prevention of undernutrition through regular feeding and the correction of undernutrition including acute malnutrition and micronutrient deficiencies by means of targeted interventions.</p>	<ul style="list-style-type: none"> a. Victims' nutrition status is assessed by a trained professional and, in the case of the need for supplementary feeding (due to chronic disease including HIV/AIDS) or a targeted feeding intervention (undernutrition or nutrient deficiency), documentation is provided by a nutrition specialist or health-care professional. b. Daily meals are provided to children without specific needs three times daily and prepared hygienically. c. Children with special nutrition needs are followed up regularly and provided targeted or supplementary feeding on a set schedule in a manner tailored to their specific nutrition requirements.
<p>4. Education</p> <p>Activities including basic primary education as well as vocational/ skills training.</p>	<ul style="list-style-type: none"> a. Primary education is provided free of charge. b. Victims are provided or assisted with the acquisition of materials necessary for the educational environment including writing implements, notebooks and uniforms as needed.

8 *Sphere Handbook: Humanitarian Charter and Minimum Standards in Humanitarian Response* (Geneva, The Sphere Project, 2011), p. 145. Available from



<p>5. Counselling/Psychological assistance for victims</p> <p>These activities encompass both focused non-specialized supports including: 1) basic mental health care and counselling by trained social workers and counsellors; 2) specialized services provided by mental health specialists; and 3) psychological first aid after acute exposure to traumatic events with a focus on active listening and ensuring further harm prevention and mitigation.</p>	<ul style="list-style-type: none"> a. Interventions should be provided after the identification of needs of the victims. b. Emphasis should be placed on harm and risk reduction of victims, ensuring basic needs are met. c. Any specialized psychiatric service must be administered by a trained professional. d. Confidentiality of victims is strictly enforced.
<p>6. Legal services</p> <p>Services provided by accredited legal counsel including the procurement of legal care orders, resolution of domestic affairs (e.g. adoption to foster families) and representation of victims with respect to criminal aspects of trafficking/prosecution of traffickers.</p>	<ul style="list-style-type: none"> a. Any legal services provided are done so by an accredited professional. b. Any legal intervention respects utmost the rights and human security of the victims.
<p>7. Family tracing/Pre-visits</p> <p>Activities including the identification of family members at the child's place of origin, identification of risks and living conditions, and the appropriateness of disposition of the victim in his/her home as well as community investigation, and accompanied pre-visits ("go-sees") by the child prior to assisted voluntary return.</p>	<ul style="list-style-type: none"> a. Sufficient family tracing has been done to make a determination as to the appropriateness of placement of a child with his/her family, particularly with concern for risk of re-trafficking, abuse or other forms of exploitation. b. Endeavours will be made to provide family tracing for all victims. c. Caseworkers engaging in family tracing conduct an investigation with end results documented in the Placement and Risk Assessment Form. d. All children to be assisted with voluntary return/resettlement will be given the option of a pre-visit/go-see accompanied by a caseworker.

<p>8. Family/Community counselling Counselling for victims' families and communities assisting with the process of resettlement/return/reintegration pertaining to livelihood strategies, health-seeking behaviours, childcare, family planning and conflict resolution.</p>	<ul style="list-style-type: none"> a. Counselling is provided on a voluntary basis. b. The result of counselling should be considered to be for the benefit of the victim of the programme, particularly with a focus on his/her security and protection. c. Confidentiality of victims and beneficiaries of counselling will be enforced.
<p>9. Long-term housing The provision of voluntary, safe and adequate long-term housing for a victim after return/reintegration/resettlement.</p>	<ul style="list-style-type: none"> a. Housing provided to victims after return/resettlement is selected with a view towards sustainability. b. Housing is secure, with access to adequate water and sanitation services, bedding, food sources and education facilities for school-aged victims. c. Security assessments are performed routinely during biweekly consultations between caseworkers and the victims under their care.

**10. Resettlement assistance**

The provision and facilitation of a new place of habitual residence for the victim, and if appropriate and necessary, with the victim's family members. Alternative resettlement strategies may also include supervised group living, foster care or adoption. Such services also include material assistance of items necessary to support resettlement (e.g. beddings and personal-care items).

- a. All resettlement activities are conducted only after an assessment of family tracing has been done and reintegration is considered a nonviable option or the preference of the victim.
- b. Resettlement activities are strictly voluntary on the part of the victim.
- c. An investigation of the suitability of the resettlement disposition including adequate access to services and basic infrastructure and security has been assessed.
- d. Victims are provided sufficient material assistance in order to facilitate the transition into the resettlement location.
- e. The victim and family are participatory members in the planning of resettlement activities.
- f. Safe transportation and a scheme for reception at the resettlement location are provided to the victim.
- g. Foster families, orphanages or adoptive parents are screened thoroughly and the results are recorded in the Placement and Risk Assessment Form prior to travel.
- h. Resettlement is planned in coordination with other services (Annex II; Activities (2), (3), (4), (5), (6), (7), (8), (9)) required of a victim through an appropriate needs assessment and documented in the Placement and Risk Assessment Form.

11. Reintegration assistance

The provision and facilitation of return to the victim's original community for the purpose of habitual residence with an emphasis on social integration and acceptance within the community.

- a. Reintegration is conducted only after an assessment of family tracing has been done, and documentation of the safe and adequate living conditions within the home community has been provided in the Placement and Risk Assessment Form.
- b. All reintegration is strictly voluntary on the part of the victim.
- c. Victims are provided sufficient material assistance if required in order to facilitate the transition into the reintegration destination.
- d. The victim and family are participatory members in the planning of reintegration activities.
- e. Safe transportation and a scheme for reception at the reintegration location are provided to the victim.
- f. Reintegration is planned in coordination with other services (Annex II; Activities (2), (3), (4), (5), (6), (7), (8), (9)) required of a victim through an appropriate needs assessment and documented in the Placement and Risk Assessment Form.

Translator name:	Date:
Language:	
Original Text	Translated Text
<p>I hereby confirm that the above translation is an accurate representation of the original text.</p> <p>Translator:</p> <p>_____</p>	

ANNEX 5:

CONFIDENTIALITY AGREEMENT

1. **I understand that I will have access to confidential personal data relating to victims of trafficking in persons.**
2. I understand that I am bound by a duty of confidentiality in relation to the personal data I receive from data subjects. The personal data shall always remain confidential, and shall not be disclosed to third parties without the prior consent of the data subject.
3. I shall comply with the established data protection principles in the event of the collection, receipt, use, transfer, or storage or destruction of any personal data in the performance of this confidentiality agreement.
4. I hereby agree to treat all personal data to which I have access with the utmost care and confidentiality.
5. Under this agreement:
 - (a) I understand and agree to maintain the anonymity of victims of trafficking and the confidentiality of the personal data disclosed to me;
 - (b) I understand and agree that I shall not disclose any confidential data relating to victims of trafficking, other than for the specific purpose required by my duties, without the expressed permission;
 - (c) I understand and agree that during or after my current employment I shall not disclose any confidential personal data relating to victims of trafficking to any person or entity;
 - (d) I understand and agree that I cannot discuss case-specific details with the media unless I request and receive permission regarding the nature, purpose and limits of any communication with the media;
 - (e) I agree to notify the appropriate authority of any breach of my obligations or conflict of interest under this confidentiality agreement;
 - (f) I understand that a wilful violation of this confidentiality agreement will result in appropriate action being taken against me by appropriate authorities;
 - (g) I understand and agree that my obligation to comply with this confidentiality agreement shall survive the termination of my current employment.
6. By signing and returning a copy of this confidentiality agreement, I confirm my understanding and acceptance of the above-mentioned clauses and declare that I will comply with the contents of the agreement.

Name

Signature

Date

ANNEX 6:

VICTIM-CENTRED RESCUE PROCEDURES

Develop a rescue plan.**1**

A clear and well-coordinated plan should be developed for each operation, to include details of location, entry and exit points, a sketch map of the area, and ways and means of removing victims securely and preventing the disappearance of traffickers. Any source information used to develop a rescue plan should be recorded/stored in such



a way that anonymity of the source, victim or location is not compromised.

Conduct surveillance.**2**

A law enforcement official conversant with the local language should be sent to the suspected location in cognito. Support from district officers or officials from non-governmental organizations (NGOs) can be useful provided the information remains confidential.

Empowered survivors who are willing to cooperate could

Obtain warrant.

A rescue team should, wherever possible, obtain a search warrant.

3**Identify the rescue team.****4**

The rescue team should, wherever possible, be led by the Regional Police Commander. Although any government agency may conduct a rescue, the police must be involved in the planning process. In addition, a representative of the Department of Social Welfare should also be included in the rescue operation, as well as a trained medical professional to address any immediate needs of the victim. It is important for each region to maintain a list of officials of labour department and NGOs working on human trafficking in the area.



**5 Inform local authorities.**

Inform the appropriate authorities regarding the proposed activities, including the places to be visited/searched and the proposed time. Notify, too, the authorities of government-run shelters or recognized shelters run by NGOs at the place of rescue regarding the approximate number of persons likely to be rescued and the time when they are likely to be

**6 Arrange logistics.**

Arrange materials and equipment required for documentation and evidence collection (e.g. writing pad, white paper, pen, pencil, box for transporting the exhibits, box for belongings of the rescued persons, camera, videography, audio recording equipment, first-aid kit, torch lights, hammers, cutters).

Drinking water, snacks and others may also be arranged well in advance before a rescue. Also, arrange an adequate number of vehicles and escort for the rescued persons so that



the victims are always kept segregated from the offenders.

7 Conduct pre-briefing.

The pre-briefing should review the rescue plan and assign specific duties to the officials who will participate in the rescue. This includes duties such as cordoning, guarding entry and exit points, locating the hide-outs, and identifying a safe place to keep the rescued persons until completion of the rescue operation. Ensure an adequate number of officials are

**8 Rescue.**

During the rescue operation, all entry and exit points must be secured. Potential victims must be separated immediately from potential perpetrators. No victim



Provide safety and assistance.**9**

After a rescue, every effort should be made to ensure the victim is safe and no longer in direct danger. The police will take an initial statement in partnership with a social service worker, and then provide immediate referral for further assistance (including medical and shelter). If rescued persons are to be interviewed by the police, it should be in the presence of a social service worker. If necessary, the interview can also be conducted in the presence of a member of a recognized welfare institution or organization (e.g. NGO) or a qualified social worker. NGO officials can also act as

**10****Debrief.**

After the immediate needs of the victim have been addressed, the rescue team meets to review the rescue operation. Stakeholders identify successes, failures and lessons learned for the next rescue. Representatives include Ghana Immigration Service, the Department of Social Welfare, representatives from involved NGOs and community leaders.

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