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Ministria e Brendshme
Koordinatori Kombëtar kundër
Trafikimit në Njerëz



100 Vjet Shtet Shqiptar

Education Staff for Victims and Potential Victims of Trafficking

Manual on the Implementation of
Standard Operating Procedures for the
Identification and Referral of Victims of
Trafficking and Potential Victims of
Trafficking



FOREWORD

In July 2011, the Government of Albania approved an important document in the fight against trafficking in human beings, “Standard Operation Procedures for the identification and referral of victims and potential victims of trafficking (SOP).”

Pursuant to the implementation of obligations deriving from this important instrument for the identification and protection of victims of trafficking, the Office of the National Anti-Trafficking Coordinator (ONATC), and the International Organization for Migration (IOM), through consultant Ms. Valbona Lenja, in the context of the project funded by USAID “Strengthening Albanian Anti-Trafficking Capacities,” have undertaken the publication of a series of eight brochures, with this one being one of them.

Each of the brochures seeks to help a certain group of professionals to take advantage of the possibilities offered by the SOPs and use their skills and experience to create, together, an environment where the law is implemented and the rights of victims of trafficking are respected.

Contribution to the preparation of the brochures included that by specialists from different and indispensable areas for the system of the identification and protection of victims of trafficking.

Dr. Ndrizim Mehmeti, Head of the Quality Evaluation and Monitoring Sector, at the Pre-University Education Directory, Ministry of Education, contributed to the preparation of this brochure.

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NOTE

The views of the author expressed in this publication do not necessarily reflect the views of the United States Agency for International Development or the U.S. Government and/or the International Organization for Migration (IOM).

What is Trafficking in Persons?

Trafficking in persons shall mean “*The recruitment, transportation, transfer, harboring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. Exploitation shall include the exploitation of the prostitution of others or other forms of sexual exploitation, forced labor or services, slavery or practices similar to slavery, servitude or the removal of organs.*”

Considering the above definition, the trafficking of persons has the following key elements:

1. **Activity** – recruitment, transportation, transfer, harboring and receipt of persons;
2. **Methods** – threat or use of force or other forms of coercion, abduction, fraud, deception, abuse of power or of a position of vulnerability, or the giving or receiving of payments or benefits to achieve the consent of a person having control over another person;
3. **Purpose** – exploitation of a person according to the ways listed in article 110/a of the Penal Code or Article 3 of the Palermo Protocol.²

What is a Victim of Trafficking?

According to letter “e” of article 4 of law no. 9642, dated 20.11.2006 “On the ratification of the Council of Europe Convention “On measures against trafficking in human beings,” a Victim of Trafficking in human beings is the person who is the target of trafficking in human beings.

¹ Law no. 9188, dated 12.2.2004, “On some additions and amendments to Law no. 7895, dated 27.1.1995 ‘Penal Code of Albania,’ amended, article 110/a.

² IOM Manual on direct assistance for victims of trafficking. IOM, 2007

Note!

The determination that a person is “a potential victim of trafficking (PVT)” does not in any way mean that the person was not trafficked; the determination shall only mean that the person has not been identified as a “victim of trafficking (VT)” by the group/structure responsible for formal identification at the border and in the territory (G/SRFI).

In spite of these categorizations, all persons whether they have been identified as potential victims by the institutions that conduct initial identification or identified as victims of trafficking by the responsible structure for formal identification, shall be ensured immediate access to necessary assistance.

Why is it Important to Identify Victims of Trafficking?

The trafficking in persons is an extreme violation of human rights. As such, any failure to discover the committed crime and to identify the victims of trafficking creates the environment necessary for the continuation of the crime and other crimes and the denial of victims’ access to justice. All anti-trafficking actors in Albania and in the world attach special significance to the correct and speedy identification of victims of trafficking because victims of trafficking:

- need specialized assistance and protection;
- most probably have acute physical and mental health problems that illegal emigrants or smuggled persons do not have;
- have suffered severe and serious crimes and most are likely to be currently in danger;
- need special measures necessary to manage risk both to them and to assistance personnel of organizations helping them.

Note!

Only correct identification gives victims of trafficking the opportunity to benefit from the following services in accordance with Albanian legislation

- Victims of trafficking enrolled in an assistance program may receive free legal assistance.³
- Victims of trafficking may be included in the witness or collaborators of justice protection program.⁴
- Foreign victims of trafficking are granted working permit for special type “C” cases for business purposes, for employment, self-employment, or vocational training⁵
- Victims of trafficking are included among beneficiaries of economic assistance upon departure from social care institutions until the moment of their employment.⁶
- Victims/potential victims of trafficking may be accommodated in special residential centers.

³ Law No. 10039, dated 22.12. 2008 “On legal aid,” Article 13: “Persons entitled to legal aid,”

⁴ Law No. 10173, dated 22.10.2009, “On the protection of witnesses and collaborators of justice”

⁵ Law No. 9959, dated 17.7.2008 “On foreigners,” Article 60.

⁶ Law No. 10252, dated 11.03.2010, “On some additions to Law No. 9355, dated 10.03.2005 “On social aid and services,” Article 1

Difference between Trafficking and related crimes

Problems most encountered in the identification of victims of trafficking that should be avoided is the failure to differentiate between trafficking and the exercise and/or exploitation of prostitution, or assistance to illegal border crossing (smuggling).

Trafficking is enslavement. Trafficking refers to all actions that consist in harboring and using an individual for forced services. The essence of trafficking is the forms of enslavement and not the elements of recruitment, movement, hiding, transfer (i.e. elements of movement). All persons involved in the recruitment, transportation, harboring, receipt, or keeping of the person in an enslaving situation are involved in trafficking. If a person is kept in prostitution through psychological manipulation, physical force, deceit...; he/she is a victim of trafficking. When a person is forced, violated or deceived, or is kept forcefully in prostitution, this person is a victim of trafficking, even if the person initially entered into prostitution upon his/her free will.

The following table outlines a summary of elements that make the difference between these criminal offences.⁸

| Trafficking in persons Articles 110/114 b/128 b of the PC | Assistance for illegal border crossing Article 298 of the PC |
|--|--|
| Crime against the person. | Crime against the state. |
| Conducted, among others, also through crossborder transportation. | Conducted only through crossborder transportation. |

⁷ Precisely the difference between articles 110a and 114a, 298 of the Penal Code of the Republic of Albania.

⁸ ICMPD. Guidelines for the Development and Implementation of a Comprehensive National Antitrafficking Response. ICMPD, 2006.

| | |
|--|---|
| Continued exploitation of the victim. | Ensuring profits in exchange for ensuring illegal entry into another country. |
| Exploitation relationship continues to maximize profits. | Upon entrance of the illegal emigrant into the desired country, the relationship smuggler – smuggled person ends. |
| Conducted without the consent/approval of the victim. | Conducted with the free will of the smuggled person. |
| Conducted to protect human rights. | Conducted to protect the integrity of state borders. |

| Victim of Trafficking | Person Exercising Prostitution |
|--|---|
| The person (female, male, minor or adult) conducts, among others, sexual relations for payment, obliged by force, held by force, coerced or deceived, not upon free will or choice. Pushing the person may include physical or psychological elements. | The person (adult female and male) conducts sexual relations for payment not obliged by force, not kept by force, coerced or deceived, but with his/her full free will and choice. ⁹ |

GENERAL ETHICAL AND SAFETY PRINCIPLES IN RELATIONS WITH VICTIMS OF TRAFFICKING

According to Guidelines of the United Nations High Commissioner for Human Rights and Trafficking in Human Beings “The rights of trafficked persons should be at the center of all efforts to prevent and combat trafficking, to protect, assist and compensate victims.”

⁹ In the case of minors, this definition does not apply. A child who conducts sexual relations for payment is a victim of trafficking.

The following ethical and safety principles in relation to victims of trafficking, integrated into the SOPs, are:

For trafficked girls and women¹⁰:

Do no harm: treat each woman and the situation as if the potential for harm is extreme until there is evidence to the contrary. Do not undertake any interview that will make a woman’s situation worse in the short term or longer term.

Know your subject and assess the risks: learn the risks associated with trafficking and each woman’s case before undertaking an interview.

Prepare referral information – do not make promises that you cannot fulfill: be prepared to provide information in a woman’s native language and the local language about appropriate legal, health, shelter, social support and security services, and to help with referral if requested.

Adequately select and prepare interpreters and co-workers: weigh the risks and benefits associated with employing interpreters, co-workers, or others, and develop adequate methods for screening and training.

Ensure anonymity and confidentiality: protect a respondent’s identity and confidentiality throughout the entire interview process – from the moment she is contacted through the time the details of her case are made public.

Get informed consent: make certain that each respondent clearly understands the content and purpose of the interview, the intended use of the information

¹⁰ Source: World Health Organization

her right not to answer questions, her right to terminate the interview at any time, and her right to put restrictions on how the information is used.

Listen to and respect each woman’s assessment of her situation and risks to her safety: recognize that each woman will have different concerns, and that the way she views her concerns may be different from how others might assess them.

Do not re-traumatize a woman: do not ask questions intended to provoke an emotionally charged response. Be prepared to respond to a woman’s distress and highlight her strengths.

Be prepared for emergency intervention: be prepared to respond if a woman says she is in imminent danger.

For trafficked children

The rights of children envisioned in the Convention for the Rights of the Child represent the principles for all actions with trafficked children. Below are some of them considered key:

Recognize and protect the best interests of the child: in all actions concerning children, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities, or legislative bodies, the best interests of the child shall be a primary consideration.¹¹

Do not discriminate children: respect and ensure the rights set forth in the present Convention to each child

¹¹ Article 3.1 of the Convention on the Rights of the Child.

without discrimination of any kind, irrespective of the child’s or his or her parent’s or legal guardian’s race, color, sex, language, religion, political or other opinion, national, ethnic, or social origin, property, disability, birth or other status.¹²

Recognize and respect the right of the child to be heard and considered in all matters related to the child: assure to the child who is capable of forming his or her own views the right to express those views freely in all matters affecting the child, the views of the child being given due weight in accordance with the age and maturity of the child.¹³

Respect the right of the child to privacy: no child shall be subjected to arbitrary or unlawful interference with his or her privacy, family, or correspondence, nor to unlawful attacks on his or her honor and reputation.¹⁴

DESIGN OF THE IDENTIFICATION SYSTEM FOR VICTIMS OF TRAFFICKING IN ALBANIA

Standard operating procedures divide the identification at the border and in the territory of the RoA into two main moments: into initial identification and the formal identification. The structures that conduct the initial identification vary. The purpose and structures are outlined in the following table:

¹² Article 2 of the Convention on the Rights of the Child.

¹³ Article 12 of the Convention on the Rights of the Child.

¹⁴ Article 16 of the Convention on the Rights of the Child.

Initial Identification¹⁵

| Definition of initial identification at the border and in the territory | Structures Responsible for initial identification | |
|--|---|---|
| | In territory | At |
| <p>The initial identification of victims of trafficking is the entirety of actions undertaken by state and non-state institutions at the border and in the territory of the RoA that makes it possible to determine that a person, minor or adult, is a potential victim of trafficking in human beings.</p> <p>These actions shall include at least:</p> <ol style="list-style-type: none"> 1. Assessment of the situation of persons against trafficking indicators 2. Collection and analysis of initial information about the person’s trafficking process 3. Informing the person about his/her rights and assistance available to victims of trafficking and potential victims of trafficking and ways to access assistance 4. Providing first aid to bring the person out of the exploitation network and his/her speedy rehabilitation in a safe environment 5. Notifying the Group/Structure Responsible for Formal Identification (G/SRFI) and 6. Cooperation and coordination to ensure the rehabilitation and reintegration of trafficked persons. | <ul style="list-style-type: none"> ∨ State police structures, ∨ Social care centers for persons in need, ∨ Shelters for victims of trafficking, ∨ Organizations with assistance programs for persons in need, ∨ Social services offices in the districts, State Labor Inspectorate, ∨ Regional education directories, and regional education offices, ∨ Regional Health Directories ∨ Child protection units in municipalities/co | <p>Border and Migration Police</p> |

¹⁵ See attachments at the end on the scheme for identification in the territory.

Formal Identification

Formal identification of victims of trafficking at the border and in the territory of the RoA is the identification of a person as a victim of trafficking conducted only by the Group/Structure Responsible for Formal Identification (G/SRFI) according to the formal interview format included in the SOP document.

Formal identification should achieve at least:

1. The determination whether the person is a victim of trafficking, through the collection and analysis of information provided by the person himself/herself,
2. Enhanced assessment of the victim of trafficking person’s need for assistance and protection;
3. Provision of instructions and ensuring the trafficked person’s access to appropriate and safe assistance,
4. Collection of information and initiation of investigations for the penalization of traffickers.









The formal interview and all actions to determine the status of the person vis-à-vis trafficking shall be conducted at the earliest opportunity upon identification of the person as a potential victim of trafficking in human beings. The formal interview shall be conducted separately from the report of the offence. Even if the person wishes to report the offence, the formal interview shall in no case be interrupted in order to obtain a report of the offence; another time shall be scheduled for that purpose. The formal interview shall be conducted in every case in the premises of the SFAIT, and all necessary arrangements for the formal interview, including the notification of the state social worker, shall be the responsibility of the SFAIT police officer.

Specific Duties of Education Employees

SOPs include specific duties for education employees with regard to the identification, referral, and rehabilitation, integration or reintegration assistance for victims/potential victims of trafficking, whether minor or adult, who are Albanian citizens.

Below is a summary table on the main duties of personnel of the MoE, Education Directories or Offices, and school directories:

 **Primary Role**
 **Monitoring Role**
 **Supporting Role**

| Structures they operate in | | Duties of education employees | | |
|---|---------------------------------------|---|---|---|
| | | Identification and referral | | Rehabilitation /d reintegration |
| | | Initial | Formal | |
| MoE Pre-University Education Directory (PUED) | Quality Assessment/ Monitoring Sector |  | |  |
| | | | | |
| Regional Education Directories/ / Education Offices | Curricula & Quality Sector |  |  |  |
| | School Directories Psychologists |  |  |  |

Beware!

In order to conduct a correct identification, referral, and initial assistance, employees of the regional education directories/ education offices and their subordinates, as well as school principals, psychologists, and teachers, should:

- **Know the dimensions of the exploitation of trafficking, particularly of minors and groups most vulnerable to trafficking**

Children in the following situations are more probable to be trafficked children:

- Children who may abandon or have abandoned school;
- Children who work after the end of school;
- Children who beg;
- Children who work in agriculture;
- Children who work in small businesses (restaurants, pizza places, food deliverers, car washes, light industry, hotels);
- Children from marginalized groups;
- Children from migrating families;
- Children from families with histories of violence and abuse;
- Poor and ill-fed children without living and schooling means;
- Children from divorced families;
- Children whose parents are in the process of divorce.

- **Use indicators made available through the SOP document:**

SOPs require that initial identification in the territory (i.e., also by education employees) should be done through interview (methods) for the purpose of assistance, observation, assessment of information from special individuals

or other state and non-state agencies against trafficking indicators as follows:

| Indicators for minors - Primary | Indicators for adults - Primary |
|---|--|
| <ul style="list-style-type: none"> • The minor declares that he/she was misused, abused, threatened, exploited and is pleased to have come into contact with persons / authorities that provide assistance and indicates seeking help; • The minor has marks on the body (e.g. bruises), that indicate physical or sexual violence toward him/her; • The begging minor always has an adult nearby watching over him/her; • The minor sells or works; • The minor does not have contact with the family and no blood-related person to take care of him/her; • The minor has been brought to the site/ city or region by an adult or older person he/she is not related to by family; • The unregistered minor stays with adult persons that he/she is not related to by family; • The minor is in the company of persons who exploit or traffic minors; • The minor does not have a stable residence; • The minor sleeps in the street; | <ul style="list-style-type: none"> • The person declares that he/she has been exploited and seeks help; • The person has come to an exploitation situation through abduction or through a promise that resulted in deceit; • The person is forced to stay in an exploitation situation through threats of and violence to him/her or persons close to him/her; • The person has no control over his/her life: movement, shelter, use of income are guided and controlled by other persons; • The transportation of the person, his/her shelter, employment have been arranged by persons who are known or on whom there is information that they are traffickers or exploiters; |

| Indicators for minors - Secondary | Indicators for adults - Secondary |
|--|---|
| <ul style="list-style-type: none"> • The minor goes to places known for illegal activities (drug distribution, exercise of prostitution, exchange of stolen goods, etc.); • The minor was caught stealing; • The begging minor looks neglected: is malnourished, inappropriately dressed for the age or weather; • The minor is in an undesired pregnancy; • The minor suffers from sexually transmitted diseases; • There is information that the minor was seen in places known to be used for child sexual exploitation, begging, forced labor, or other places inappropriate for the age of the minor; • The minor left the home / shelter in clothes unusual for the minor (inappropriate for the age, borrowed from older persons); • There is information that the minor receives calls or letters from outside usual social contacts; • There is information that around the minor's residence there are adults who behave or act suspiciously; • The minor hangs out of the residence alone in late night hours; • The minor has a much older boyfriend/girlfriend; • The minor has large unjustifiable amounts of cash; • The minor has been missing/ away for a long time but there is no information about what happened; • The minor in a street situation shows visible signs of neglect and abandonment; • The minor has returned after an absence with a changed look but was not from the legal custodian or parent. | <ul style="list-style-type: none"> • The conditions in which the person works/worked were harmful to the person's health and life; • The person's job/ school was arranged by a person who has business relations with the employer; • The person was not allowed to choose shelter; • The person pays a large and unjustifiable amount for his/her shelter to his/her employer; • The person is hiding from authorities due to his/her irregular job status; • The person has no access to health care; • The person has/had limited social contacts; • The person does not have/ hasn't had control over his/her privacy and property; • The person has not had access to health information or health care; • The person's right to free time, paid holidays, etc., was not recognized; • The person's living conditions did not meet his/her basic hygiene needs; • The person does not know the language or his/her way around in the place he/she is. |

Note!

The SOPs draw attention to the fact that all state and non-state institutions responsible for the initial identification of victims of trafficking should not consider these indicators an exhausting list of the appearance of trafficking and its consequences, but rather use their professional judgment and continuously refresh their knowledge about any trends in the appearance of trafficking and its effects on persons in the communities they work in.

- *React sensibly to the attitudes of victims of trafficking toward the identification and provision of assistance*

You should be aware that minor victims of trafficking would very rarely want to be identified as victims of trafficking because:

- They think they are helping their families and are not being exploited;
- They are afraid of their parents being convicted;
- They do not know what trafficking means or that their experience was trafficking and that they have a right to assistance;
- They fear revenge against them and their siblings and parents;
- They fear that by being identified, their situation might get worse.

You should be aware that in some cases, offers for help may not be welcomed by the minor victims of trafficking. In many cases, they have not had experiences of unconditional assistance and therefore may not believe you. The child may not be in a psychological condition as to understand and accept assistance.

- *Follow the steps and document and exchange information in accordance with the SOPs:*

Below is an adapted extract from SOPs on specific steps for the initial identification of minors in the RoA:

1. The employee of the agency directly responsible for the initial identification of the in the territory (A/IRII) considers that the minor is a potential victim of trafficking (PVT) by using the list of indicators;¹⁶

Specification of this requirement for education employees:

The school psychologist or, in his absence, the school principal/teacher should evaluate the situation of every child in the school against the indicators provided above. If they find primary indicators, they should consider the minor a potential victim of trafficking.

NOTE!

SOPs require that if the employee and his/her supervisor deem that they are not able to carry out a proper evaluation and intervene immediately and safely to stop the trafficking of the minor and his/her rehabilitation, the agency/institution (A/IRII) immediately notifies the nearest SFAIT police officers and request their intervention to verify the minor's situation and take measures for the protection of the minor.

¹⁶ See indicators above

Specification of this requirement for school staff:

The psychologist or teacher who, considering the above indicators has deemed that the minor is a potential victim of trafficking, immediately convenes the crisis management group/ or in its absence consult with the school principal. If they judge that no solution or assistance they could provide inside the school could save the child from trafficking, the school principal immediately notifies verbally the Sector of the Fight Against Illegal Trafficking (SFAIT) in the County Police Directory to intervene and save the minor. The verbal notification should contain all the information necessary to help the police intervene. Immediately after notification to the SFAIT, the school principal shall notify verbally about the situation and their actions the Education Directory or Education Office, the Curricula and Quality Sector / or lawyer of this unit. Annex 9.13 of the SOPs contains the format for notification of the SFAIT.

Immediately after the verbal notification, the School Principal, psychologist, or teacher shall prepare the written notification for the SFAIT (identical to the verbal notification) and the School Principal shall dispatch it as follows:

- a. Original to SFAIT (enclosed in an envelope with the note ***urgent and confidential***)
- b. Copy to the Education Directory / Education Office (the police protocol number should be noted above it. The copy should be enclosed in an envelope with the note ***urgent and confidential***).

Specification of this requirement for the Education Directory:

The Education Directory / Education Office shall forward the copy of the notification with an accompanying note to:

- a. Responsible Authority (enclosed in an envelope with the note ***urgent and confidential***)
- b. The Quality Monitoring and Evaluation Sector / PUED at the MoE

(enclosed in an envelope with the note ***urgent and confidential***).¹⁷

2. The A/IRII makes an assessment of the minor's needs with the participation of his/her parent or custodian (when considering that the parent or custodian is not involved in the trafficking) and consult with his/her supervisor to take immediate measures that, in their judgment, are necessary and possible to stop the exploitation of the minor and his/her safe rehabilitation;
3. The A/IRII shall inform the minor and his/her parent or legal custodian if he/she judges that the parent or custodian is not involved in the trafficking about the possibilities for assistance for victims of trafficking available by formal identification;
4. The A/IRII offers and applies possible, appropriate assistance, willingly accepted by the minor potential victim of trafficking and his/her legal custodian;

Specification of these steps for employees in schools:

If it is judged that the trafficking of the child may be stopped through steps undertaken by the school, and the rehabilitation of the child may be done by exploiting the resources and support the school receives, the psychologist or teacher shall immediately convene the crisis management group / or in its absence shall organize a consultation with the parent or custodian that is not involved in trafficking and inform the minor and the parent or custodian about their evaluation of the situation of the minor, the resources that the school and its partners possess to help him/her, and agree together on an intervention plan for the minor.

5. The A/IRII shall immediately notify verbally within two

¹⁷ On the format for 9.13, see below in attachments of kept documentation.

days from verbal notification, his/her A/IRII shall notify the RA in writing about steps undertaken to protect the minor and shall consult with it about further intervention steps to that end (Annex 9.12);¹⁸

Specification of this step / verbal and written notification of the responsible authority for education employees:

All actions undertaken for the identification of the minor as a potential victim of trafficking and saving and rehabilitating the minor, unless there has been no need for and no request has been submitted to the SFAIT for immediate intervention, shall be made known to the Responsible Authority, especially to ensure other services necessary for the minor, which the school cannot provide. For this reason, the psychologist and teacher, together with the school principal shall notify the Responsible Authority through the Education Directory or the Education Office.

The verbal notification of the Responsible Authority shall follow this route:

Immediate verbal notification of the school:

- a) The school principal shall notify immediately verbally the Education Directory or Education Office, Curricula and Quality Sector / Lawyer of this unit RED/EO.
- b) The verbal notification shall contain the whole information as provided in writing (see below).

Immediate verbal forwarding of information from the Education Directory to the RA and MoE:

- a) The Curricula and Quality Sector / Lawyer of this unit RED/EO shall immediately notify verbally the Responsible Authority about

identification and relevant intervention.

- b) The Curricula and Quality Sector / Lawyer of this unit RED/EO shall immediately notify the MoE verbally.

Written notification of the Responsible Authority shall follow this route:

Written notification of the school:

- a) Psychologist or teacher shall prepare, within the day of the verbal notification, a written notification of the Responsible Authority and the school principal shall review and sign it.
- b) The school principal shall send the written notification to the RED/EO (enclosed in an envelope with the note *confidential*).

Forwarding the written notification from the RED to the RA and MoE:

- a) The RED/EO shall forward the notification to the RA (in an envelope with the note *confidential*).
- b) The RED/EO shall send a copy of the written notification to the MoE.

6. Guided by the supervisor, the A/IRII shall collaborate with other agencies to meet the minor's needs as instructed by RA;

Specifications for education employees regarding step 6:

The RED/EO shall inform the school of any suggestion the RA or MoE has regarding treatment of the minor and help the school implement the assistance plan including these suggestions. The RED/EO shall intervene with child protection structures at the county or national level to use all possibilities for the child's rehabilitation. The RED/EO shall draft a regional action plan compulsory for all schools. The plan is part of each school's documentation, and the object of inspection by MoE and the National Pre-University Education Inspectorate.

¹⁸ On the format of 9.12, see attachments below about the kept documentation.

7. If the minor and his/her custodian wish to be formally identified, the A/IRII shall submit the request for formal identification to SFAIT to arrange a formal interview/identification at the most appropriate time determined by the minor and his/her legal custodian, but no later than 15 days from the verbal notification of the RA / admission of the minor into the agency/institution program (Annex 9.15).

Specifications for education employees on step 7:

Pursuant to the goals of the formal interview (see above the definition of the formal interview and responsible structures), the teacher or psychologist that did the identification and are helping the minor as a potential victim of trafficking, should inform him/her about the possibility offered by formal identification, prepare the request for the SAITP (format 9.15 of SOPs) and support the conduct of the minor's formal interview.

The process should follow this route: From the school:

- a) The psychologist, school principal, or teacher prepare the request to SAITP for a formal interview on behalf of the minor (format 9.15 of SOPs);
- b) The school principal shall send the original request to the SAITP (in an envelope with the note *urgent and confidential*)
- c) The school principal shall send a copy of the original letter to the RED/EO (in an envelope with the note *urgent and confidential*)

From RED/EO:

- a. The RED/EO shall send a copy of the request for formal identification attaching a copy of the initial notification to the RA (in an envelope with the note *confidential*)

- b. The RED/EO shall send a copy of the request for formal identification attaching a copy of the initial notification to the MoE (in an envelope with the note *confidential*)

Note!

SOPs, in the structure conducting the formal identification and the request format for formal identification, require that the case worker/manager – in this case the school teacher or psychologist be present during the formal interview.

8. If the minor potential victim/ victim of trafficking leaves the A/IRII assistance program or the A/IRII is informed that the minor has left the assistance programs that the A/IRII referred him/her to for assistance, the A/IRII shall notify the RA immediately (Annex 9.14).

Specifications for education employees on step 8:

In case of departure of the minor potential victim of trafficking or victim of trafficking from the assistance program, the education employees shall notify the RA in the manner described above about initial notification. The format to be used is Annex 9.14 of the SOP.¹⁹

Note!

If available information indicates that an immediate intervention by SAITP police is needed, the latter shall be notified immediately in the manner and order described above.

¹⁹ For format 9.14, see below attachments on kept documentation.

ASSISTANCE FOR THE REHABILITATION, REINTEGRATION OF MINOR VICTIMS / POTENTIAL VICTIMS OF TRAFFICKING

- Know and use legislation on assistance for minor victims of trafficking and school legislation;
- Know and use assistance that minor victims/ potential victims of trafficking may obtain through the school;
- Know and use assistance that minor victims/ potential victims may receive through other structures out of the education system.

ATTACHMENTS

1. Address book

| Structure/ agency | address Telephone | Contact person | What it offers minor victims/ potential victims of trafficking |
|-------------------|-------------------|----------------|--|
| SAITP | | | |
| UNICEF | | | |
| SaVe The chIIDreN | | | |
| MagIS | | | |
| ShIS | | | |

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2. Monitoring process success by responsibility of education employees

| Structure | Role in identificati | Success indicators | Monitoring institution/ structure |
|---|--|--|--|
| Responsible directory at MoE, PUED (Pre-University Education Directory) | Monitors initial identification Supports communication with Responsible Authority | | Quality Monitoring and Evaluation Sector |
| | | Number of minors identified and referred as potential victims of trafficking | PUED |
| School | Initial identification institution | | RED/EO |
| Curricula and Quality Sector | | | |

***3. Kept and exchanged documentation
according to SOPs***

Annex 9.12

**FORMAT OF INITIAL WRITTEN NOTIFICATION TO THE RA
FOR THE IDENTIFICATION OF AND ASSISTANCE FOR PRESUMED VICTIMS OF TRAFFICKING**

Date of notification:

Name of the person that did the identification:

Name of the Agency/structure he/she works in:

(in whose capacity, he/she made the identification):

Address and phone number where the person may be contacted:

Circumstances in which he/she came into contact with the presumed victim:

Data on the presumed victim:

Name Family Name:

Age:

Place of Residence:

If a child, names of parents:

If a child, name of the legal custodian if it is not the parent:

Basis on which the conclusion that the person is a presumed victim was reached (elements from the list of indicators)

What first assistance was provided to the presumed victim?

Was the person who is considered a presumed victim asked whether he/she wishes to come into contact with the police, give a formal interview?

What did the person say about the formal interview?

If the person wishes to do a formal interview, how may he/she be contacted (best time for a formal interview)?

What kind of assistance is being given to the person by the organization/structure that did the identification?

What other assistance is requested of the RA for the person?

Name, family name, and signature of the employee

Name, family name, signature of senior official/monitor

Annex 9.13**REQUEST FOR IMMEDIATE INTERVENTION BY THE SFATP**

Date:

Subject of request:

1. Name and job description of the agency/institution making the request:
2. Description of the circumstances in which the agency came into contact or established contact with the presumed victim of trafficking:
3. Data available to the agency on the person deemed a presumed victim:

Name, Family Name:

Age:

Residence:

Location:

If a child, names of parents:

If a child, name of the legal custodian if it is not the parent:

4. Description of the circumstances that led the agency to think the person is a presumed victim of trafficking:
5. Description of efforts made by the agency/institution to save or assist the presumed victim:
6. Recommendations issued by the agency/institution on the SFATP police intervention:
7. Name, family name, and contact information for the employee of the agency/institution, which may be contacted by SFATP police officers for further information:

Annex 9.14**FORMAT OF NOTIFICATION TO THE RESPONSIBLE AUTHORITY FOR THE DEPARTURE OF THE BENEFICIARY PRESUMED VICTIM OF TRAFFICKING OR VICTIM OF TRAFFICKING FROM THE ASSISTANCE PROGRAM**

Date of notification:

Name of the Agency making the notification:

Address and phone number for contact:

Data on the person who is a presumed victim or victim of trafficking that has departed the program:

Name, family name:

Age:

Place of residence:

Who referred the person to the program:

Period and assistance provided to the person for this program:

Circumstances in which the person departed the program:

Concerns the agency/institution has about the well-being and safety of the person;

Name, family name, and signature of the senior official making the notification:

Annex 9.15
REQUEST FOR FORMAL IDENTIFICATION

1. Name and description of the agency/institution making the request on behalf of the person:
2. Description of circumstances in which the agency came into contact or established contact with the person wishing to be identified as a victim of trafficking :
3. Data available to the agency on the person:
Name, family name:
Age:
Residence:
Location
- If a child, names of persons:
If a child, name of the legal custodian if not the parent:
4. Description of circumstances that made the agency think that the person is a victim of trafficking:
5. Description of the assistance the person is receiving:
6. Recommendations by the agency/institution for the formal interview (persons present, time, etc.):
7. Safe transport to be conducted to the place of the interview:
8. Name, family name, and contact information on the person of the agency/institution that will accompany the person to a formal interview:

