

## **Modern Slavery and Human Trafficking Policy and Procedure**

### **Purpose**

To ensure that everyone at The Greenhouse is aware of the Modern Slavery and Human Trafficking Policy and Procedure and the procedures in place to identify, respond appropriately and report in line with local and the national guidance. This policy refers to adults and children who may be at risk.

This policy must be read alongside the Safeguarding Policy and Procedure.

To meet the legal requirements of the regulated activities that The Greenhouse is registered to provide:

- The Modern Slavery Act 2015
- Health and Safety at Work etc. Act 1974
- Human Rights Act 1998

### **Scope**

The following roles may be affected by this policy:

- All staff
- All management

The following Learners may be affected by this policy:

- Learners

The following stakeholders may be affected by this policy:

- Employers
- Awarding Organisations
- Department of Education

### **Objectives**

To promote awareness of concerns surrounding slavery and human trafficking and promote the commitment of The Greenhouse in addressing slavery and human trafficking in all its forms. An annual statement will be produced, where applicable.

To ensure that identification, protection, care and support for victims of modern slavery and human trafficking is at the heart of our safeguarding procedures at The Greenhouse.

## **Policy**

Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour, and human trafficking, all of which include the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain.

The Greenhouse has a zero-tolerance approach to modern slavery within the business and supply chains and we are committed to acting ethically and with integrity in all our dealings and relationships. We will implement and enforce effective systems and controls to ensure that modern slavery is not taking place anywhere in The Greenhouse or within any third parties (agencies) that we are associated with.

All staff will be made aware of the issues surrounding slavery and human trafficking, whilst being encouraged and supported to report any concerns to The Greenhouse management. The Greenhouse will also support any staff that may be subject to slavery or human trafficking.

Where modern slavery or human trafficking is identified, The Greenhouse will share information with the Stakeholders where appropriate, to safeguard the individual from harm and with the objective of preventing future situations arising, to promote the elimination of routes and sources of slavery or human trafficking.

All line managers are responsible for ensuring that those reporting directly to them comply with the provisions of this policy in the day-to-day performance of their roles.

All employees who suspect any members of the workplace of being victim of modern slavery must notify their line manager.

The Greenhouse will take steps to ensure that sufficient communication and

employee awareness training is undertaken with regards to Modern Slavery.

The Greenhouse will use this policy to underpin and inform any statement on slavery and human trafficking that we may be required to produce to meet the requirements of Section 54 of the Modern Slavery Act 2015 (MSA).

## **Procedure**

### **Reporting Modern Slavery and Human Trafficking Concerns**

The following procedure must take place where there are any concerns that someone is a victim of modern slavery or human trafficking. The Greenhouse must ensure that staff are aware that victims of modern slavery or trafficking will often not self-identify. Many will present with a different issue.

- A concern is identified -This could be a Learner or colleague as a victim or perpetrator, or a Learner or colleague informs us of a concern they have.
- If an individual is, or group of people are, in immediate risk of danger or harm, the police must be immediately notified on 999.
- The staff member must discuss this with their line manager (where appropriate) and Head of Centre immediately.
- Head of Centre will liaise with relevant authorities and record all actions.

### **Safer Recruitment**

All staff engaged with providing services at The Greenhouse will be subject to thorough and rigorous recruitment procedures that will include a DBS check, identity check, confirmation of validity to work in the UK, employment history, suitability for the role and references. This will minimise the chance of employing a person that has been, or is subject to, slavery or human trafficking.

The Greenhouse will only use staff provided by third-party organisations (such as agencies) that are either registered with the regulator or who can confirm that the staff being supplied are free to work in the UK and meet all the requirements for the role being provided for.

## Training

All staff will undertake training on modern slavery and human trafficking. This will ensure that they are aware of the indicators of modern slavery which include:

- Individuals not being paid for the work they undertake
- Individuals being held in debt-bondage (being told they “still” owe money after having paid off a previous debt)
- An individual’s passport being held by their “employer” in order to keep the individual at work
- Multiple benefit claimants having their benefits being paid into the same account
- Clear exploitation of an individual by another for financial or sexual gain
- Shows signs of physical or psychological abuse, looks malnourished or unkempt, anxious/agitated or appears withdrawn and neglected. They may have untreated injuries
- Rarely be allowed to travel on their own, seem under the control or influence of others, rarely interact or appear unfamiliar with their neighbourhood or where they work
- Relationships which do not seem right - for example, a young teenager appearing to be the boyfriend/girlfriend of a much older adult
- Be living in dirty, cramped or overcrowded accommodation, and/or living and working at the same address
- Have no identification documents, have few personal possessions and always wear the same clothes day in and day out. What clothes they do wear may not be suitable for their work
- Have little opportunity to move freely and may have had their travel documents retained, e.g. passports
- Be dropped off/collected for work on a regular basis either very early or late at night
- Unusual travel arrangements - children being dropped off/picked up in private cars/taxis at unusual times and in places where it is not clear why they would be there
- Avoid eye contact, appear frightened or hesitant to talk to strangers and fear

law enforcers for many reasons, such as not knowing who to trust or where to get help, fear of deportation, fear of violence to them or their family

Staff will be advised that if they are subject to slavery or human trafficking, or if they are aware of any individual that may be subject to slavery or has been trafficked, or if slavery or human trafficking is disclosed to them they must inform the Head of Centre or the police as soon as possible.

If a member of staff is unsure about whether a particular act, the treatment of workers more generally, or their working conditions within any tier of the supply chain of The Greenhouse constitutes any of the various forms of modern slavery, they should raise it with the Head of Centre.

### **Modern Slavery Annual Reporting**

The Government guidance states that under section 54 of the Modern Slavery Act 2015, certain businesses are required to publish an annual modern slavery statement setting out the steps they have taken to identify and address their modern slavery risks. It is essential that The Greenhouse continues to identify and address the risks of modern slavery in operations and supply chains. As well as focusing on the health and safety of workers, The Greenhouse will consider how fluctuations in demand and changes in the operating model may lead to new or increased risks of labour exploitation.

### **Recruitment Risks**

Some suppliers may be seeking to recruit additional workers in order to meet increases in demand. The Greenhouse will ensure that rigorous recruitment checks are maintained and that suppliers adhere to the same robust processes to ensure that vulnerable workers are not being exploited by third parties seeking to profit from heightened demand.

### **The Health and Safety of Workers**

As a responsible organisation, it is important that the relevant local or national government policies are implemented throughout the supply chain at The Greenhouse.

## **Risk Assessment**

The Greenhouse will undertake a risk assessment of how suppliers are operating to highlight and help identify where there are risks of Modern Slavery or Human Trafficking occurring.

## **Review of Effectiveness**

The Greenhouse intends to take further steps to identify, assess and monitor potential risk areas in terms of modern slavery and human trafficking, particularly in the supply chains of our providers. We will also continue to:

- Support our staff to understand and respond to modern slavery and human trafficking, and the impact that each and every individual working in Training and Assessing can have in keeping present and potential future victims of modern slavery and human trafficking safe
- Gain assurance that all staff at The Greenhouse have access to training on how to identify victims of modern slavery and human trafficking
- Review the Safeguarding Policy and Procedure at The Greenhouse to ensure that Modern Slavery and Human Trafficking are integral within the content and staff are directed to support and advice as needed

## **Indicators of Forced Labour**

- Individuals may show signs of psychological or physical abuse. They might appear frightened, withdrawn or confused
- Workers may not have free movement and may always be accompanied
- Individuals often lack protective equipment or suitable clothing and have not been trained to safely fulfil the requirements of the role
- The person may not have access to their own documents, such as ID or their passport, with the employer having confiscated them
- Individuals may not have a contract and may not be paid National Minimum Wage or not paid at all
- Workers are forced to stay in accommodation provided by the employer. This accommodation could be overcrowded
- Individuals could live on site

- Workers could be transported to and from work, potentially with multiple people in one vehicle
- The person might not accept money or be afraid to accept payment
- Workers may work particularly long hours

## **Definitions**

### **Section 52 Modern Slavery Act**

- This places a duty on Local Authorities to identify and refer modern slavery child victims and consenting adult victims through the National Referral Mechanism (NRM) This responsibility identifies a local authority as a First Responder. The Council as a first responder (FR) into the NRM process has a duty to notify the Home Office if anyone working within the council identifies a person with indicators suggesting they may be trafficked or enslaved

## **Modern slavery**

- Modern slavery encompasses slavery, human trafficking, forced and compulsory labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment
- A large number of active organised crime groups are involved in modern slavery. But it is also committed by individual opportunistic perpetrators
- There are many different characteristics that distinguish slavery from other human rights violations, however only one needs to be present for slavery to exist

## **Exploitation (Modern Slavery and Human Trafficking)**

- Sexual Exploitation – forced sex work or working in the commercial sex industry (pornography, lap dancing, telephone lines etc.); those manipulated or coerced into sexual activities of any kind for another person's gain
- Modern Slavery – human trafficking; forced labour; domestic servitude; organ harvesting

- Financial Exploitation – debt bondage; finances controlled by others; financial scams; benefit fraud
- Criminal Exploitation – those manipulated or coerced or trafficked for the purpose of any illegal activity i.e., County Lines/drug trafficking; cuckooing (taking over of a person's property); forced street crime (shoplifting, begging etc.); cannabis cultivation
- Cultural Exploitation – those manipulated or coerced using religious, social or cultural beliefs e.g., FGM, radicalisation, forced marriage

## **Turnover**

- “Turnover” means the amount derived from the provision of goods and services falling within the ordinary activities of the commercial organisation or subsidiary undertaking, after deduction of
  - Trade discounts
  - Value added tax
  - Any other taxes based on the amounts so derived (HM Government - 'Transparency in Supply Chains')

## **Human Trafficking**

- Human trafficking is defined as the recruitment, transportation, transfer, harbouring 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
- It is important not to confuse human trafficking with human smuggling. Human smuggling is also called people smuggling. Human smuggling occurs when an individual seeks the help of a facilitator to enter a country illegally, and the relationship between both parties ends once the transaction ends. Many of those who enter the UK illegally do so by this route. Human smuggling is not a form of modern slavery.



## **Signs and Indicators of Modern Slavery and Human Trafficking**

### **Physical Appearance**

- Shows signs of physical or psychological abuse, look malnourished or unkempt, anxious/agitated or appear withdrawn and neglected. They may have untreated injuries

### **Isolation**

- Rarely be allowed to travel on their own, seem under the control, the influence of others, rarely interact or appear unfamiliar with their neighbourhood or where they work
- Relationships which do not seem right - for example, a young teenager appearing to be the boyfriend/girlfriend of a much older adult

### **Poor Living Conditions**

- Be living in dirty, cramped or overcrowded accommodation, and/or living and working at the same address

### **Restricted Freedom of Movement**

- Have no identification documents, have few personal possessions and always wear the same clothes day in and day out. What clothes they do wear may not be suitable for their work
- Have little opportunity to move freely and may have had their travel documents retained, e.g. passports

### **Unusual Travel Times**

- Be dropped off/collected for work regularly either very early or late at night
- Unusual travel arrangements - children being dropped off/picked up in private cars/taxis at unusual times and in places where it is not clear why they would be there

### **Reluctant to Seek Help**

- Avoid eye contact, appear frightened or hesitant to talk to strangers and

fear law enforcers for many reasons, such as not knowing who to trust or where to get help, fear of deportation, fear of violence to them or their family

### **The Following Signs Could Indicate a Situation of Labour Exploitation:**

- Individuals may show signs of psychological or physical abuse. They might appear frightened, withdrawn or confused
- Workers may not have free movement and may always be accompanied
- Individuals often lack protective equipment or suitable clothing and have not been trained to safely fulfil the requirements of the role
- The person may not have access to their documents, such as ID or their passport, with the employer having confiscated them
- Individuals may not have a contract and may not be paid National Minimum Wage or not paid at all
- Workers are forced to stay in accommodation provided by the employer. This accommodation could be overcrowded
- Individuals could live on site
- Workers could be transported to and from work, potentially with multiple people in one vehicle
- The person might not accept money or be afraid to accept payment
- Workers may work particularly long hours

### **The Following Signs Could Indicate a Situation of Sexual Exploitation:**

- Sex workers may appear scared or intimidated
- The individual may be transported to and from clients
- Individuals may be closely guarded
- The person may be 'branded' with a tattoo indicating ownership
- Sex workers may show signs of physical abuse, including bruising, scarring and cigarette burns
- The individual may be unable to keep payment and may have restricted or no access to their earnings
- The person may have a limited English vocabulary, restricted to sexualised

words

- Multiple female foreign nationals may be living at the same address
- The person may sleep in the premise in which they work, which could indicate a brothel is operating
- A property might have male callers day and night who only stay for a short time
- There may be details of sexual activity such as cards and advertisements found nearby

### **The Following Signs Could Indicate a Situation of Domestic Servitude:**

- The individual may be held in their employer's home and forced to carry out domestic tasks such as providing childcare, cooking and cleaning
- The individual may not be able to leave the house on their own, or their movements could be monitored
- The person may work over normal working hours
- The individual may not have access to their belongings, including their ID, but also items such as their mobile phone, which can isolate them
- The employer may be abusive, both physically and verbally
- The person may not interact often with the family they are employed by
- The person may be deprived of their personal living space, food, water, or medical care
- The individual may stand out from other family members, noticeable as they may wear poorer quality clothing

### **The Following Signs Could Indicate a Situation of Criminal Exploitation:**

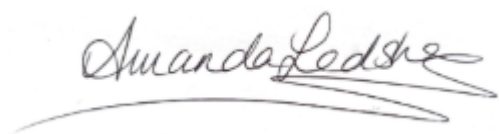
- A large group of adult or children beggars might be moved daily to different locations but return to the same location every night. This could indicate forced begging
- An individual might be transported to or from the scene of a crime, including shoplifting, pickpocketing or forced begging
- An individual may not benefit from the money or items they have obtained through the crimes they have been forced to commit
- A person may be forced to cultivate cannabis with their freedom of movement

restricted; including being locked in a room. Commonly, the individual may not be able to speak English or have a limited vocabulary

- A vulnerable person may be forced or manipulated out of their home by drug dealers who use the home as a base to sell drugs
- Young people may be forced to transport and sell drugs across county borders, which is known as County Lines

### **The Following Signs Could Indicate a Situation of Child Exploitation:**

- The child may have mood swings, including being angry, upset or withdrawn
- The child may show signs of inappropriate sexual behaviour
- They may be dressed inappropriately for their age
- The child may go missing at night or weekends and may not be clear about their whereabouts
- They may not attend school
- The child may have gifts, presents or expensive items which they cannot explain

A handwritten signature in black ink that reads "Amanda Lodge". The signature is written in a cursive style and is underlined with a single horizontal line.

Checked and reviewed: 21/07/2025

Next review due: 21/07/2026