



*Forced Marriage:
Case Management and
Contingency Matrix*



This guide is for the assessment and management of risk in incidents of forced marriage. It will help support workers in determining what the risks for the client are and what options are available for them. This worksheet is intended to assist both the worker and client to determine the best possible safety processes for themselves, and should be used only after being trained in the subject of Forced Marriage by SALCO. SALCO has an existing toolkit on forced marriage which can be used.

Users should evaluate and document the each current risk factor (current) in addition to any past or history of familiar violence (past) that may be connected or lead to the issue of Forced Marriage. It is important to remember that Forced Marriage does not manifest in a one-time incident, there are many physical, emotional, mental and financial factors that lead to it. Another factor could be that there can be more than one perpetrator to the process. This worksheet is designed to name all the factors of violence and risk, including multiple perpetrators.

Use of this worksheet requires the gathering and documenting of sensitive information. Every effort should be made to keep ALL information confidential, including any information that may jeopardize the client. Please remember that in cases such as forced marriage, it should NOT be assumed that the client's family is safe. This worksheet can be used regardless of age, race, gender and marital status.

This worksheet should be used in conjunction with SALCO's Forced Marriage Toolkit, particularly Section 2: Intervention. Use of the SALCO Forced Marriage Toolkit will support and enhance use of this Case Management and Contingency Matrix:

<http://www.salc.on.ca/SAL0100%20Toolkit%202%5B1%5D.pdf>

Step 1A

A client discloses that she/they have been or is about to be, forced to marry.

- Ask the client: How long do we have to talk right now?
- Determine plan if you have to end abruptly/get cut off.
- Determine next meeting date before starting.
- Introduce yourself and your agency, explain the process of this worksheet.
- Give the client your card/information on how to contact you.
- Find a safe space to continue the discussion. Ask the client if there is a particular worker they would prefer to talk to.

Step 1B - Get Basic Client Information:

Full Legal Name

Date of Case management/Contingency matrix:

Contact details (phone, address, email), Best way to get in contact

Code word for communication: Date of Birth: Nationality Status in Canada:

Age: Place of Birth: Passport details:

School details:

Employment details:

Name of Evaluator:

Step 2 - Intersecting Referrals:

- Offer reassurance and support. Refer to Local support groups and counseling services with a history of dealing with cases of forced marriage or family violence.

Step 3A - Get details and record of conflict/violence:

I. Describe the conflict and/or violence you are currently facing in your family or home

II. Who is involved in this conflict and/or violence? Partner, Mother, Father, Both parents, Siblings, Cousins, Aunts, Uncles, Community members, Priests/Religious leaders, Others

III. Is there a history of this violence/threat or forced marriage to you *OR* other family members (including parents, siblings, cousins, etc.)

IV. Have you or your family been in contact with any authorities (police, CAS, social workers, lawyers, guidance counsellor, etc.) Yes or No. If yes, please give details on when and who?

V. Are you concerned for the safety of anyone living at home? Yes/NO If yes, please elaborate from who and how?

VI. Do you feel safe at home to share how you are feeling? If yes, with who?

Step 3B

- Determine if you are obligated / want to make a referral to a Children's Aid Society (CAS). This will be based on your own professional obligations / workplace policy.
- Referrals can also be made to police and/or legal services based on your assessment with the client of how they want to proceed.

Step 4 - Additional Information:

VII. Who have you talked to about the family violence or forced marriage?

VIII. Are you in school? YES/NO - If yes, what school and have you told anyone at school?

IX. What is their contact information?

X. Do you feel like you are being followed by the people harming you: YES/NO - If yes, describe what the following looks like and who is doing it?

XI. Are you still living at home: YES/NO

XII. Are you thinking of leaving home: YES/NO - If no, are you needing a safe place to stay? YES/NO

XIII. Have you ever been suicidal or wanted to harm yourself? YES/NO - If yes, when?

XIV. Has anyone in your family been suicidal or harmed themselves? YES/NO - If yes, who:

XV. Have you witnessed or heard of forced marriages or any other type of violence happen in your family? YES/NO - If yes, who?

XVI. Where did it happen? Canada, Overseas:

XVII. If a forced marriage were to happen for you or your family, where are possible places it may take place? Canada, Overseas:

XVIII. Where are places you have travelled in the past with your family/the people causing the harm?

XIX. In case of potential travel abroad, do you have a safety plan for travelling? ****If not, ask for contact details, passport information, place of travel, information about closest embassy, notify DFAIT.



Step 5 - Client Safety Plan:

Page 7 and Page 8 of this document can be printed double-sided and folded into a brochure style safety plan to be given to the client to take with them.

The “Safety Plan Brochure” that follows on the next 2 pages should be completed with a client when it is decided that they need a safety plan, a copy should be given to them to keep, and a copy should be placed in your file.

Make sure to attach your business card / contact information, any other agency referrals to this Safety Plan.

Please remind the client to keep this Safety Plan with a safe person/place and hidden from perpetrators.

Client Safety Plan: This is a Safety Plan. Please keep it in a safe place for use when you need it.

I. Who can you trust right now?

II. Their address:

III. Phone number:

IV. Do you have a secret code that you share with people you trust to ensure you know it's them you are speaking to? Create one and share it with your safety team. DO NOT write it here.

V. What are safe ways to contact the people or service providers you trust?

VI. How will your trusted people contact you?

VII. Are you in school?

VIII. If yes, what is your school information? Who can you trust there?

IX. Is there a trusted person at your workplace?

X. What is their information and contact?

XI. What are some identifying markers about yourself that would be recognizable to those who know you? (ie: tattoos, piercings, birthmarks, etc.)

XII. Please attach a recent picture of yourself and if you have a picture of the person who is causing you harm/forcing you into marriage, or describe yourself and that person(s) here:

XIII. Address of place you can go in case of emergency:

XIV. Do you have any money of your own saved up? YES/NO

XV. If yes, do you have your own personal bank account?

XVI. If no bank account, can you set one up or stash money with friends?

XVII. Take a picture and make photocopies of your important documents, who can you give a copy of your important documents to where you can safely get to them later?

XVIII. Where are your important documents? (Passport, SIN card, Health Card, Birth Certificate, Driver's License, Indian Status card, this Safety Plan, etc.?)

XIX. Is there medication you need to take regularly? YES/NO

XX. If yes, where can you safely store some spare medication in case of emergency?

XXI. Where and with who can you leave a set of spare clothes, cash and any other things you would need in case of an emergency?

XXII. How will you get in touch with them?

XXIII. List emergency numbers, bus routes, bus schedules, and directions you need here:

Step 6



Ensure that the client has a copy of their contingency plan and access to resources that they might need.

Set up a follow up time with them and ask them who else they would like this information to go to. Consider sharing information safely with service providers that may be able to assist the client (with the client's permission).



Contingency Matrix for Service Providers

People/Threats to client:

Places/Times where client is safe:

Services and Agencies client is already connected to:

What protection from these threats/people look like:

Places/Times areas where client is NOT safe:

Referrals Needed:

Next Steps: