

ENVIRONMENTAL, SOCIAL RESPONSIBILITY AND GOVERNANCE POLICY

Version	3
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1. Introduction

- 1.1 GIF is committed to funding innovations that measurably improve the lives of the world's poorest people. We have been set up to take smart risks to accelerate innovations with the potential to scale. However, while we aim to maximise the impact of the funds we invest, we demand high ethical standards of ourselves and those we invest in.
- 1.2 As a responsible investor, GIF places significant value on the role we play to improve Environmental, Social Responsibility and Governance (**ESG**) standards of the organisations we fund. We believe there is a strong correlation between ESG performance of an organisation and its sustainability which is critical to GIF's mission of scaling evidence-backed innovations that improve the lives of the world's poorest people.
- 1.3 GIF applies a human-rights based approach and is committed to proactively safeguarding and promoting the welfare of those impacted by the innovations we fund. GIF takes reasonable steps to ensure that, at a minimum, those who come into contact with GIF-funded programmes do not come to harm as a result.
- 1.4 The GIF ESG Policy is designed to ensure that high standards of environmental and social responsibility, including safeguarding, and of corporate governance are applied in the activities of Recipients.
- 1.5 This policy has been developed with reference to GIF's Investment Policy, funding agreements, GIF Recipient Code of Conduct, Data Protection Policy, Whistleblowing Policy, Safeguarding Policy, Fraud Policy, AML/KYC Policy, Supply Chain Policy, Climate Strategy, Risk Management Policy and other relevant organisational and HR Policies.
- 1.6 This policy forms part of and should be read together with GIF's Environmental and Social Management System.
- 1.7 Questions in relation to this policy should be directed to the ESG team.

2. Approach

- 2.1 GIF will assess all ESG risks and opportunities as part of the investment process and will take appropriate action to mitigate those risks and maximise those opportunities.
- 2.2 When assessing those risks and opportunities, GIF will take into consideration the sector and geography of the innovation, the Recipient's organisation's maturity, what stage of funding they have applied for, the size and structure of GIF's investment, and what potential ESG risks could emerge if the Recipient's activities are scaled up.
- 2.3 Where risks are identified they will be reviewed in line with local regulations and international best practice, particularly the IFC Performance Standards.
- 2.4 Where possible, GIF will consider relevant ESG risks in estimating the Practical Impact of an investment.

- 2.5 Each deal will be assigned a low, medium, or high-risk rating across the Environmental, Social Responsibility, Governance and Business Integrity and Governance categories.
- 2.6 If an ESG risk is discovered in pre-investment due diligence that is assessed as having a potential gross risk rating of Medium or above, it must be discussed with the General Counsel.
- 2.7 Decisions to carry out a diligence visit or outsource specialised ESG diligence to a third party will be made on the ESG team's recommendation in conjunction with the General Counsel and relevant Senior Management.
- 2.8 Following this assessment, GIF will work with the Recipient to ensure they meet minimum ESG requirements prior to funding and develop an ESG Action Plan for the funding period to further mitigate ESG risks and maximise opportunities. The ESG Action Plan should form part of the contractual agreement.
- 2.9 ESG Action Plans will be proportionate and right sized considering additionality, resources and de-risking of innovations for institutional funding.
- 2.10 GIF requires all Recipients to sign a Code of Conduct which outlines some activities excluded from eligibility for GIF funding because of the damage they could do to the environment and the fundamental standards on social issues, business integrity and corporate governance that GIF expects to see in place.
- 2.11 Compliance with the Code of Conduct will be a condition to funding.
- 2.12 GIF will monitor ESG risks over the period of its involvement with the Recipient and, will require the Recipient to report on any ESG issues that arise. Recipients are also required to disclose immediately to GIF any suspected breach of the GIF Recipient Code of Conduct and to take steps to remedy any non-compliance as soon as reasonably practicable.
- 2.13 If a new material ESG risk emerges following GIF's investment, it must be included in GIF's Portfolio Risk Register. If it reaches a gross risk rating of Medium or above, the deal team must notify the relevant Senior Management representative and General Counsel to determine action GIF can or should take, if any.
- 2.14 ESG portfolio visits will be carried out on the ESG team's recommendation in conjunction with the General Counsel and relevant Senior Management representative.
- 2.15 Where ESG risks are identified but are only likely to become material as the Recipient moves to 'test and transition' or to 'scale', these risks will be recorded in the Investment Record, monitored during the investment period and GIF will ensure that they are addressed before the Recipient seeks funding for a follow-on phase.
- 2.16 If GIF co-invests, GIF may elect to apply requirements differing from, but those substantially similar, to those in this Policy and the Recipient Code of Conduct. Any diversions will need prior approval by the General Counsel.

3. Environmental Policy

- 3.1 GIF conducts environmental diligence in all Recipients, applying GIF's Climate Marker to identify, and mitigate (if possible) risks posed by climate to the Recipient and by the Recipient to climate.
- 3.2 GIF will seek to encourage good environmental performance in proportion to the capacity of the Recipient and the influence of GIF.
- 3.3 GIF will ensure that the Recipient is not involved in any of the environmentally damaging activities explicitly excluded from GIF investment, as per GIF's Funding Exclusion List. For example:
 - 3.3.1 production of, or trade in, any product or activity deemed unlawful under applicable host country laws or regulations; international agreements, including multilateral conventions; or subject to international phase-outs or bans;
 - 3.3.2 production of, trade in or use of certain hazardous chemicals, pharmaceuticals, pesticides, wastes and ozone-depleting substances¹;
 - 3.3.3 Energy-Intensive Projects;
 - 3.3.4 Projects related to fossil fuel exploration or the Extractive Industry;
 - 3.3.5 conversion or degradation of Critical Habitats; and
 - 3.3.6 unsustainable marine and coastal fishing practices.
- 3.4 GIF will consider whether the Recipient will have any significant environmental impacts during the current phase of GIF funding, assessing in particular, but not limited to the Recipient's potential impact through its:
 - 3.4.1 use of water;
 - 3.4.2 generation of waste;
 - 3.4.3 emissions of substances into the air;
 - 3.4.4 emissions of effluents;
 - 3.4.5 effects on biodiversity, habitats or ecosystem services;
 - 3.4.6 land clearance; and
 - 3.4.7 Supply Chain.
- 3.5 GIF will seek expert input for the environmental risk assessment where needed and commission an environmental impact assessment where the risks are considered high.
- 3.6 GIF will avoid all investments where there is a risk of extreme environmental damage by the Recipient or resulting from the activities of the Recipient, unless the risks are mitigated through action taken before GIF provides its funding, including confirmation from an external expert that the risks have been addressed.
- 3.7 GIF will require the Recipient to have its own policy, procedures and personnel in place to manage the environmental risks, if any are identified, and for ensuring compliance with local laws.

4. Social Responsibility Policy

¹ As defined in GIF's Recipient Code of Conduct

- 4.1 GIF requires all its Recipients to provide a safe and trusted environment which safeguards anyone who they have contact with.
- 4.2 GIF recognises that the overall social impact of an investment depends not only on the core social impact of the intervention defined in the organisation's mission, but also on the quality of the employment provided and the impacts on the local community. GIF will expect Recipients to have (and be able to demonstrate) high standards in the way they treat their employees and address the concerns of local communities, but the extent to which they have formal systems in place will depend on the size and maturity of the Recipient.
- 4.3 GIF will ensure that the Recipient is not involved in any of the areas explicitly excluded from GIF investment for social responsibility or health and safety reasons, as per GIF's funding exclusion list, for example:
 - 4.3.1 production or activities involving forced labour or child labour;
 - 4.3.2 resettlement of 5,000 or more persons;
 - 4.3.3 production of, use of, or trade in unbonded asbestos fibres;
 - 4.3.4 equipment of a military nature or for a military use;
 - 4.3.5 production of, or trade in, radioactive materials;
 - 4.3.6 soliciting prostitution or engaging in human trafficking;
 - 4.3.7 terrorist activity;
 - 4.3.8 production of, use of, or trade in use of drugs not on the World Health Organisation Essential Drugs List;
 - 4.3.9 production of, use of, or trade in luxury goods;
 - 4.3.10 engage in a Substantial Portion in or with: gambling and gaming casinos, tobacco or tobacco related products, the brewing, production or trade in alcoholic beverages or pornography.
- 4.4 GIF will ensure that the Recipient commits to:
 - 4.4.1 Paying wages that meet or exceed national or industry legal minimum requirements;
 - 4.4.2 not discriminate in terms of recruitment, progression, terms and conditions of work and representation, on the basis of personal characteristics unrelated to inherent job requirements, including race; social, indigenous, ethnic, or national origin; migrant status; health status (including HIV status or genetic background); marital, family, or social status; sex or gender (including gender identity or expression and sexual orientation); political opinion; affiliation or non-affiliation to a workers' organization; disability (including physical or mental disability); religion or belief; age; or other disadvantaged or vulnerable status;
 - 4.4.3 not discriminate in terms of the provision of its activities on the basis of personal characteristics including race; social, indigenous, ethnic, or national origin; migrant status; health status (including HIV status or genetic background); marital, family, or social status; sex or gender (including gender identity or expression and sexual orientation); political opinion; affiliation or non-affiliation to a workers' organization; disability (including physical or mental disability); religion or belief; age; or other disadvantaged or vulnerable status, unless a valid reason is provided;
 - 4.4.4 not exploit labour and provide reasonable working conditions including a safe and healthy work environment, working hours that are not excessive and clearly documented terms of employment;
 - 4.4.5 not use harsh or inhumane treatment, including corporal punishment, mental or physical coercion or verbal abuse towards its employees;

- 4.4.6 adopt an open attitude towards workers' organisations and respect the rights of all workers to join or form workers' organisations of their own choosing, to bargain collectively and to carry out their representative functions in the workplace;
 - 4.4.7 have in place a grievance mechanism for all workers appropriate to the size and nature of its organisation and activities that allows for anonymous reporting;
 - 4.4.8 have in place policies related to the prevention of gender-based violence and harassment.
- 4.5 GIF will consider whether the Recipient will have any significant social impacts during the current phase of GIF funding, assessing the Recipient's potential impact through:
- 4.5.1 safety of the work-place (particularly where the Recipient is involved in manufacturing, construction, transport of heavy loads or application of pesticides, or has workplaces requiring evacuation procedures);
 - 4.5.2 restricted opportunities for women and girls or otherwise increased gender inequality;
 - 4.5.3 use of non-local workers;
 - 4.5.4 use of security forces to protect people or property;
 - 4.5.5 relocation of people, particularly taking into account any risk of trafficking and involuntary resettlement;
 - 4.5.6 Supply Chain and other organisations of which the Recipient sources significant inputs; and
 - 4.5.7 safety of the organisation's products for consumers.
- 4.6 GIF will seek expert input for the social risk assessment where needed and commission a social impact assessment where the risks are high.
- 4.7 GIF will avoid all investments where there is a risk of exploitation of labour, where workers are put at risk or where the local community is adversely affected, unless these risks are mitigated through action taken before GIF provides its funding, including confirmation from an external expert that the risks have been addressed.
- 4.8 GIF will require the Recipient to have its own policy, procedures and personnel in place, appropriate to its size and stage of development, to manage human resources and community issues, including adequate Safeguarding policies, procedures and measures to protect people, and to ensure compliance with all local laws.

5. Safeguarding Policy

- 5.1 GIF is committed to the safety and protection of those impacted by GIF-funded innovations. GIF recognises that children and adults at risk may be particularly at risk of abuse or harm. GIF will do all it reasonably can to make sure that those that come into contact with Recipients are kept safe from abuse or harm.
- 5.2 GIF recognises that all people, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- 5.3 GIF requires all Recipients to work in ways that are consistent with best practice, relevant local laws and with the safeguarding principles in this policy.

- 5.4 GIF recognises that children and adults at risk in particular may be vulnerable and at risk of harm in a variety of ways.
- 5.5 The following principles underpin GIF's approach to safeguarding with regards to sourcing, due diligence, contracting and monitoring of investment opportunities:
 - 5.5.1 Zero tolerance: we have a zero tolerance of abuse or harm for any person that comes into contact with Recipients;
 - 5.5.2 Collective responsibility: safeguarding is everyone's responsibility both with respect to GIF as an organisation but also Recipients. Recipients will ensure that their Senior Management demonstrate Safeguarding is a priority;
 - 5.5.3 Proportionality: GIF recognises that activities may carry varying degrees of risk and that Recipients have a responsibility to ensure that risks are minimised as far as possible, using an approach that is proportionate and appropriate in their circumstances;
 - 5.5.4 Best interests: GIF recognises that 'best interest' of children, adults at risk and any other person that comes into contact with Recipients are the paramount consideration in any decision-making that affects them and where possible, working in partnership with children, adults at risk, carers, other people impacted by the Recipient's activities and relevant agencies is essential to promoting their welfare. In the case of sexual exploitation, abuse or harassment, GIF will ensure the rights, needs and wishes of survivors and victims are at the centre of reporting, investigation and response;
 - 5.5.5 Risk management: identifying, assessing and managing risk is essential for all Recipients of GIF funding; and
 - 5.5.6 Culture: It is important for GIF and its Recipients to implement a culture that prioritises safeguarding, so that it is safe for those affected to come forward and report incidents and concerns with the assurance that they will be handled sensitively and properly. GIF will ensure that Recipients have systems and a culture in place to do this and will take a zero-tolerance approach to ignoring, covering up or mishandling cases of harm or abuse.
- 5.6 All Recipients will be required to have in place safeguarding policies and/or procedures that are proportionate, tailored to their work and which reflect best practice, local laws and advice it has received.
- 5.7 For Recipients deemed by GIF to be higher safeguarding risk, contracts and/or funding agreements will detail specific safeguarding requirements to be met, commensurate with levels of risk identified. These requirements will be extended to sub-contractors and partners where relevant.
- 5.8 Extent of safeguarding measures required in the contracts will be proportionate, determined based on factors such as jurisdictional context, risk profile, nature of the work, nature of the Recipient, extent of existing safeguards in place, and experience.
- 5.9 Where the work is evaluated as 'higher risk', Recipients will be expected to meet the minimum standards detailed in Appendix B.
- 5.10 GIF will establish clear lines of communication with Recipients to ensure that safeguarding issues and/or concerns are reported back to GIF and requires GIF staff and contractors to report any safeguarding concerns they may have immediately including anything in connection with a GIF-funded project.

- 5.11 GIF will publish contact details of GIF's Designated Safeguarding Officer on its website for third parties to report any safeguarding concerns in connection with GIF or a GIF-funded project.
- 5.12 An allegation of abuse is a serious issue. In following this policy, it is essential all parties maintain confidentiality. Sharing of identifiable information will be purely on a 'need to know' basis.
- 5.13 A reporting form should be completed and provided to the GIF Designated Safeguarding Officer or other relevant person as soon as possible and, in any event, within 24 hours of becoming aware of such safeguarding event. An example reporting form is contained at Appendix C. Any communication of such reporting form or its contents should be done on a confidential basis only, ensuring to protect any sensitive data or parties involved.
- 5.14 GIF will report serious safeguarding incidents to the UK Charity Commission and its donors where necessary.
- 5.15 Reporting forms should be signed, dated and as detailed and precise as possible, giving an exact account of what was said. All subsequent action should also be documented. Records must be kept securely in a locked place to which access is restricted.

6. Governance Policy

- 6.1 GIF will assess all governance risks as part of the investment process and ensure that Recipients have the policies and processes in place to maintain ethical standards.
- 6.2 GIF will undertake appropriate checks to determine whether the Recipient or its major sub-contractors are at risk of involvement in, or exposure to, any of the following areas:
 - 6.2.1 fraud;
 - 6.2.2 conduct or support of terrorist activity;
 - 6.2.3 support for persons or organisations listed on sanctions lists maintained by the US, EU or UK governments or otherwise the target of economic or trade sanctions as administered by US, EU or UK government agencies;
 - 6.2.4 money-laundering; and
 - 6.2.5 corrupt payments to government officials or other forms of bribery (including commercial bribery),
- 6.3 GIF will avoid investment in any organisation where these checks raise material concerns which cannot be addressed through further detailed investigation or contractual protections.
- 6.4 GIF will consider the appropriate governance system for the organisation which will, at a minimum, cover:
 - 6.4.1 risk management policies and procedures including a risk register to record all risks identified by the Recipient and how they are being mitigated;
 - 6.4.2 a charter or articles of association or incorporation which clearly states the mission of the Recipient, how the rights of shareholders or members will be protected, and the role of the board of directors or trustees;
 - 6.4.3 accounting policies and practices;

- 6.4.4 a procurement policy that promotes the use of resources in an efficient and ethical manner, in accordance with principles of non-discrimination, equal treatment, transparency and proportionality and that takes into account procedures that mitigate risks arising from conflicts of interest or loyalty;
- 6.4.5 arrangements for board oversight and leadership engagement and accountability; and,
- 6.4.6 the Recipient's approach to disclosure of its reports and accounts.

7. Other Sectoral Guidelines

- 7.1 Where GIF is evaluating a project with a Supply Chain, GIF will conduct diligence into the Recipient's primary supply chain to identify risks related to child labour, forced labour or significant safety issues in line with GIF's Supply Chain Policy and international best practice.
- 7.2 Where the Recipient provides financial services, GIF will ensure that the Recipient's activities are compliant with the Responsible Finance Terms.
- 7.3 GIF is a signatory of the Responsible Investing for Digital Financial Services Guidelines. All investments in this sector will be in accordance with these Investor Guidelines.²

8. Compliance and Review

- 8.1 Compliance with this policy will be periodically monitored by the ESG Team and Portfolio Risk Review meetings in line with GIF's Risk Management Policy.
- 8.2 Every year, this policy is reviewed by the ESG team with General Counsel sign off.
- 8.3 Every two years, this policy will be reapproved by the Board.

² Guidelines accessed at <https://responsiblefinanceforum.org/investor-guidelines/>

Appendix A – Glossary and Definitions for the purposes of this policy

Abuse or harm are used to encompass all types of harm and abuse including, but not limited to: physical, psychological, emotional, sexual, domestic, discriminatory, institutional, and financial abuse; neglect and acts of omission; self-neglect; modern slavery; human trafficking; forced marriage; female genital cutting; and bullying and harassment.

Adult at Risk means any person aged 18 or over who is or may be in need of care and support (e.g. healthcare, relevant personal care, or social care) and is experiencing or is at risk of abuse or harm and, as a result of this, is unable to protect themselves from either the risk or experience of neglect, abuse or harm.

Child is anyone under the age of 18 irrespective of the age of majority in the country where a child is located, or in their home country.

Critical Habitats are areas that (a) support globally important concentrations of IUCN Red-listed Endangered or Critically Endangered species, (b) support globally important concentrations of an IUCN Red-listed Vulnerable species, the loss of which would result in the change of the IUCN Red List status to Endangered or Critically Endangered, and (c) that contain important concentrations of a nationally or regionally listed Endangered or Critically Endangered species.

Energy Intensive Projects can include projects in the following sectors: aluminium, brewing, cement, mining, corn refining, forest products, glass, metal casting, motor vehicle manufacturing, oil and natural gas production, petroleum refining, petrochemicals, pulp and paper, steel and iron, and thermal power.

Extractive Industry includes projects engaged in the exploration, development, or extraction of oil and gas reserves, metal ores, gemstones, industrial minerals (except rock used for construction purposes), or coal.

Human Rights relates to the rights expressed in the International Bill of Human Rights and the principles concerning fundamental rights set out in the International Labour Organisation's Declaration on Fundamental Principles and Rights at Work.

IFC Performance Standards relates to the Standards on Social and Environmental Sustainability, which are issued by the IFC.

Recipient(s) refers to organisations that receive or may receive funding from GIF.

Responsible Finance Terms means (a) the Recipient is in compliance with all Applicable Laws and regulations on consumer protection, including without limitation laws and regulations relating to financial services, (b) the Recipient provides its customers with clear and comprehensive information on the main characteristics of the financial services sought by the customer, (c) the Recipient's lending documentation contains such information and is prepared in such a manner that is readily understandable by the customer, (d) the Recipient reviews each customer's ability to repay a loan before entering into lending arrangements with a customer, (e) the Recipient does not use imprisonment (or the threat of imprisonment) or unfair or harmful practices in collecting any debt, and (f) the Recipient has implemented and

is in compliance in all material respects with the Client Protection Standards available on CERISE and SPTF's joint website³.

Safeguard and **Safeguarding** means the range of measures in place to protect the people who come into contact with GIF through its work from abuse and mistreatment of any kind (including neglect). While safeguarding principally refers to the prevention of harm and abuse, it also encompasses practices to handle incidents and/or complaints.

Safeguarding adults at risk means taking reasonable steps in connection with protecting an adult's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and stop both the risks and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstances.

Safeguarding children means taking reasonable steps in connection with protecting them from maltreatment, preventing impairment of their health or development, ensuring that they grow up in circumstances consistent with the provision of safe and effective care and acting to enable all children to have the best outcomes. The welfare of the child is paramount, which means no other considerations should be allowed to override the duty to protect children from harm.

Sexual abuse means the actual or threatened physical intrusion of a sexual nature whether by force or under unequal or coercive conditions.

Sexual exploitation means any actual or attempted abuse of a position of vulnerability, differential power, or trust for sexual purposes, including profiting monetarily, socially, or politically from the sexual exploitation of another.

Sexual harassment means unwelcome sexual advances (without touching). It includes requests for sexual favours, or other verbal or physical behaviour of a sexual nature, that may create a hostile or offensive environment.

Substantial Portion is defined as (i) for companies, more than 10% of its consolidated balance sheet or earnings, and (ii) for financial institutions, more than 10% of its portfolio volumes.

Supply Chain refers to a tiered network of suppliers, facilities, or distribution channels that provide raw materials; assemble, install, or manufacture an intermediate or final product; or deliver a final good procured and used by the Recipient.

Appendix B - GIF Safeguarding Requirements for 'Higher Risk' Recipients

1. The Recipient (and any partners/sub-contractors working with children and adults at

³ https://cerise-spm.org/wp-content/uploads/2021/01/The-Client-Protection-Principles_EN.pdf (or any successor website).

- risk) have a written, comprehensive Safeguarding Policy or equivalent (that includes a Code of Conduct), to which all relevant staff and associates must review, sign and adhere.
2. The consequences of breaching the Policy are clear and linked to organisational disciplinary procedures.
 3. There are clear, well-publicised reporting procedures in place that allow staff and those impacted by the innovation, to raise concerns confidentially if necessary, about poor practice, unacceptable behaviour or actual/potential abuse by staff or contractors and that provide step-by-step guidance on what action to take.
 4. There are policies and procedures or agreed ways of recruiting staff and associates to GIF-funded work that include assessing their suitability to work with children and adults at risk, and that where necessary and possible, police and reference checks are undertaken.
 5. All relevant members of staff and partners working on GIF-funded project/s receive information/briefing or training as appropriate on safeguarding measures when they join the project, which includes an introduction to the Recipient's Safeguarding Policy and procedures covering the project.
 6. Children, adults at risk and their families are made aware of their right to be safe from exploitation and abuse at the hands of staff and associates and how to make complaints, including via a child-friendly mechanism, should any issues or incidents arise.
 7. Everyone involved or associated with GIF-funded work is informed of which named staff member/s have special responsibilities under the Policy and how to contact them.
 8. All concerns, incidents or allegations of abuse and complaints are taken seriously, responded to appropriately, recorded, followed up and monitored.
 9. There is guidance on confidentiality and information sharing, legislation compliant, and which clearly states that the protection of the survivor or victim is the most important consideration.
 10. All concerns, incidents or allegations of abuse and complaints relating to GIF funded or affiliated projects are reported to the GIF Designated Safeguarding Lead (or their deputy or other reasonable alternative contact).
 11. Contractors/Consultants working on higher safeguarding risk projects must meet the above standards and make sure that their sub-contractors also have in place measures that mean they are in compliance with the standards. GIF should seek to ensure the Recipient is responsible for ensuring any contractor or consultant, or sub-contractor, adheres to such standards and policies.

Appendix C - Reporting Format

Part One: About You	
Name	
Your role in or relationship to GIF (if externally reported, include your relationship to the reporter)	
Your relationship to the person(s) concerned (if any)	
Part Two: About the reporter (if externally reported)	
Name	
Organisation (if any)	
Relationship to the person(s) concerned (if any)	
Part Three: About the subject of the safeguarding concern	
Name(s)	
Gender	
Age	
Address	
If child or adult at risk, who do they live with?	
Part Four: About the concern	
<p>Notification</p> <p>How did you/the reporter come to have a concern - was abuse observed, suspected or disclosed? Was an allegation made?</p> <p>If externally reported, how (and how long after the incident) did the reporting organisation</p>	

contact you?	
Location Date, time, and place of any incident(s)	
Offender Details of any alleged offender, i.e. name, nationality, occupation	
Incident details Nature of concern/allegation	
Evidence of allegation e.g. Any physical evidence, observations made by you/the reported, subject of the concern's emotional state	
Correspondence Write down exactly what was said by all involved, or if externally reported, save correspondence with reporter and insert links here	
If externally reported:	
Immediate action taken by reporting organisation	
Follow-on action taken (or to be taken) by organisation (i.e. measures to prevent future incidents happening such as trainings, change in policies, etc.)	
Other:	
Any other relevant information? (E.g. disability? Language?)	
Were any (other) children or adults at risk involved or aware?	

Have you/the reporter reported to parents or carers or any other staff or agencies, e.g. police?	
<i>If yes:</i>	
Time and date of reporting	
Person(s) to whom report was made	
Advice given	
Action taken	
Any follow up actions required	