

## HINTS & TIPS -

## CHRONOLOGY (Child's Plan: Form 7)

How to complete a Chronology : page 46 of Child's Plan Guidance	
Detailed Chronology Guidance Pages 66 to 71	
List of significant events – appendix 1	
<b>Chronology Guidance tells us....</b>  <b>What is a helpful Chronology?</b>	A chronology is an analytical tool to assist in the understanding of the impact of life events and to inform decision making.
	It can provide an early indication of an emerging pattern of risk and concern.
	Provides cumulative evidence of when a reduction, increase or change in intervention might be in the best interests of the child or young person.
	The recorded event helps identify, at a glance, evidence of resilience and the child or young person or family or carer's potential to support needs or progress with minimal intervention.
<b>An integrated chronology</b>	It should only include what could be described as the <i>headline messages</i> , which clearly signpost to where more detailed information is held by single agencies.
	It is produced as part of a specific multi-agency intervention and will include only information extracted from single agency chronologies that is relevant and proportionate to support that intervention.
<b>What we are looking for</b>	Record of factually based summary of significant events which is short, concise and to the point. Further details should be found in case notes, health records or pastoral notes etc.
	Include strengths and progress, as well as concerns.
	Add information retrospectively if this is later found to be significant.
	Provide clear details of source of information. not just agency
	Categorising entries to support analysis of information held and impact upon the child, young person and family
	Clear actions in relation to each entry, including, where relevant, speaking to the child or young person
<b>Things to avoid</b>	Producing unmanageable lists of events that make it impossible to identify risks or patterns of behaviour. In other words.... Don't take a note of everything, just in case it becomes significant.
	Using the chronology as a record of an agency's involvement with a child or young person.
	Using the chronology as a case file record, health record or pastoral notes. It is <b>NOT</b> a replacement for existing case notes or records which will include much more detailed and sensitive information

	A record of a significant event that is so brief it is meaningless e.g. fire incident or domestic abuse incident
	Use of acronyms and abbreviations
	Getting caught up in worrying about which category to allocate to entries. This is simply designed to assist analysis not hinder.
	Leaving actions and outcomes column blank. No action should be noted only in relation to <i>for information only</i> entries, for all others there should be some action and / or outcome recorded