

CHRONOLOGY FORMAT

This is generic guidance about how to complete a chronology in respect of a child. Workers should use their own agencies chronology format and any additional guidance that the organisation uses.

Purpose

A chronology provides clear, logical concise information about the child/young person and their family. It can be invaluable in identifying patterns of behaviour and concerns.

Each child/young person should have an individual chronology.

A chronology should be:

- Succinct
- Identify key facts
- Contain no opinion or judgement
- Outline significant events

Used on all case files:

- Child In Need
- Child Protection
- Child Looked After
- Started when a referral is accepted/case is opened
- Regularly updated
- Shared with the young person/parent/carer (See chapter 1 for guidance on Information Sharing)

The chronology should include:

- Child's name (and any other names the child may be known as)
- The date of each event
- All referrals received and made to other professionals
- Reason for involvement of the service
- Transfer of worker and team including changes within other organisations e.g. change of Social Worker/team
- Significant areas of concern - current and historical
- Positive outcomes e.g. parent drug free for a number of months.

Significant events such as:

- Family history
- Health/medical - major illness/operations
- Marriages/new relationships
- Divorce/separation
- Deaths
- Births
- Change in household members - additions/departures
- Change of school/nursery
- Educational attainments - SATS G.C.S.E. Etc.

- Initial Assessment - date completed and outcome
- Child Protection Investigation (Section 47) - dates and reason for
- Core Assessment date completed and outcome
- Outcome of investigation - proceed to initial Child Protection conference,

Initiate legal proceedings

- Dates and reason for plans - Child Protection/Child in Need/Care plan
- Dates/outcome of meetings - Core Group/Child in Need Planning Meeting/

Looked After Reviews

- Legal status – and changes of legal status
- Date child becomes Looked After and reason why
- Change of placement
- Dates of application re: legal proceedings
- Outcome of legal proceedings
- Other relevant information/events that impact on the child/family

A Genogram/family tree (see separate guidance) should also be attached and updated when new information comes to light such as:

- Birth
- Marriage
- Death
- Divorce