

# Multi Agency Chronology Guidance to support the Safeguarding Process

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## INTRODUCTION

This guidance has been developed to support all those involved in completing chronologies in relation to the Cwm Taf Safeguarding Board's multi agency processes for safeguarding children and adults. This guidance specifically relates to the completion of multi-agency chronologies in relation to:

- Case Audits and Reviews
- Child Practice Reviews
- Adult Practice Reviews
- Multi Agency Practitioner Forums

## WHAT IS A CHRONOLOGY?

***A chronology is not a list of everything recorded on a person's file. It is important that a chronology is not a repeat of the records you hold for this child/family, it should include significant events/circumstances only.***

A chronology seeks to provide a clear account of all **significant events** in a person's life that are of **key importance** in understanding the case. This will involve drawing on the knowledge and information held by each agency involved with the child/adult and family.

The chronology will have a specified time period, it should be succinct and factually based; it does not replace existing case notes or records which will include much more detailed and sensitive information.

## PRINCIPLES

A chronology:

- Is based on a study of recorded information
- Provides a prompt, concise, factual, outline of significant events/information;
- Is completed in date order;
- Highlights significant events/circumstances and changes in a person's life;
- Summarises outcomes relating to significant events;
- Helps to understand the impact of events on the person;

## WHAT IS A SIGNIFICANT EVENT?

A significant event is anything that has a significantly positive or negative impact on the person, their safety, circumstances or home environment.

Each event should have an action or an outcome that has had a significant impact on the person. It is not appropriate to only record dates of meetings, visits etc without the outcome that therefore details the significant event. When reading a chronology there should be no apparent gaps in information.

It is important to note that what might be a key event in one person's life, such as a period of good health or good school attendance after a long period of absence or exclusion, will not even be relevant to another person. In this respect agencies are asked to use their professional judgement in completing the chronologies.

## **HOW TO COMPLETE A CHRONOLOGY**

In order to assist the compiling of different agencies information, the attached template (Appendix 1) has been developed and partially completed to demonstrate what an effective chronology should contain.

### **The format explained**

**Column 1:** Date (and time if relevant) in DD/MM/YYYY format

**Column 2:** Source – the name of the agency or department involved

**Column 3:** Significant event – as defined above, clearly, but succinctly, explain the event that took place

**Column 4:** Action Taken – clearly explain what action was taken in response to the significant event and what the outcomes were.

**Column 5:** Analysis - a brief summary of the agency's view on whether there was any good practice, missed opportunities, whether the voice of the person was considered

Appendix 2 provides a good example of a chronology used to complete a case audit.



## APPENDIX 2 - CASE AUDIT CHRONOLOGY

DATE	SIGNIFICANT EVENT	WHAT WAS THE ACTION?	WHAT WAS THE OUTCOME?
21/2/17	C was made subject of a 6 month Referral Order for 2 offences of Assault and 2 offences of Assault Police Officer.	Intervention Plan put in place	Further offences were committed
10/5/17	C's mother confirms that c is at her home and he can stay on a short term basis. Welfare check requested for Police.	YOS Police confirm that checks have been undertaken	C is safe and well
11/5/17	Discussions with Town P YOS	Cwm Taf YOS requested that Town P YOS undertake weekly contacts	Contacts agreed
27//5/17	C's mother reports that C has been having abusive calls from his father. She is concerned that this is impacting upon C's emotional health	Referral made by Town P YOS to local MASH	C agreed to work with clinical psychologist and will have assessment re self harming
6/6/17	C self harms after difficult telephone conversation with his father	Taken to A & E by H	No referral to CAMHS
23/6/17	Decision made that C will return to Wales. He cannot return home because of allegations he has made	Placement sought	C placed in Town M
13/7/17	C arrested for further offences including ABH, criminal damage and witness intimidation	Appearance in court	Placed on Intensive Supervision and Surveillance Bail.
28/7/17	C assessed by CAMHS in N Hospital	Assessment concludes that C does not require CAMHS input as he has sufficient support	Children's Services and YOS escalate to senior managers
21/8/17	Core Group Meeting – C's support package to be reduced	YOS express concern	Escalated to YOS Head of Service