The Orkney Partnership
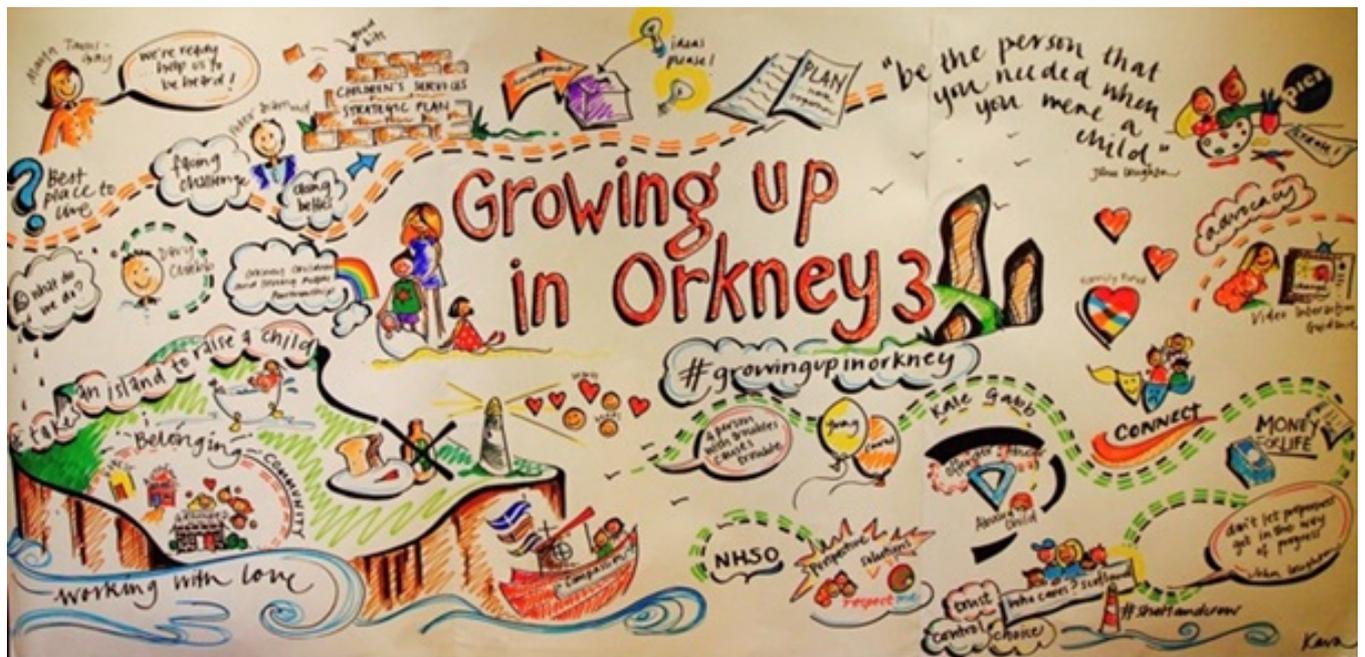Working together for a better Orkney

Inter-agency Guideline

Guidance on Completing Chronologies of Significant Events

Reference no: P0318-GUID-016
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Contents

1 The importance of chronology

The report into the care and protection of children in Eileen Siar (2005) recommended that 'all of the agencies involved in protecting children must gather the information they have on individual children at risk into a chronology of key events and contacts, review it regularly and make sure that it is passed on to the professional with lead role in protecting the child. The professional with the lead role must co-ordinate this into a multi-agency chronology on a regular basis'.

The report highlighted that the abuse suffered by the children subject to this inquiry could have been uncovered at a much earlier stage if a chronology had been available.

Whilst it is important to record events that are positive in a child or young person's life, the purpose of the chronology in circumstances where a child or young person is not doing well, not meeting developmental milestones or not achieving goals, is to help professionals involved with the child or young person recognise the potential reasons for this.

"*Chronologies provide a key link in the chain of understanding needs/risks, including the need for protection from harm. Setting out key events in sequential date order, they give a summary timeline of child and family circumstances [or those of an individual using adult services], patterns of behaviour and trends in lifestyle that may greatly assist any assessment and analysis. They are a logical, methodical and systematic means of organising, merging and helping make sense of information. They also help to highlight gaps and omitted details that require further exploration, investigation and assessment*".

(Practice guide to chronologies 2017.pdf (careinspectorate.com) pg.3)
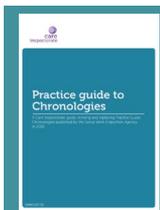
> The Care Inspectorate has published a 'Practice Guide to Chronologies' which is available online from Practice guide to chronologies 2017.pdf (careinspectorate.com).

2 Who should keep a chronology?

All professionals involved with children and young people should maintain a single agency chronology of significant events within their records. Single agency chronologies will often contain information gleaned from other agencies or services.

The lead professional (Health, Education or Social Work), in consultation with the person taking on named person responsibilities, should collate the information from services involved with the child, and combine them into an integrated chronology (see Appendix 1). Ideally, this should be held electronically and shared with all relevant persons, in accordance with applicable legislation and agencies' information sharing guidance and protocol (Practice guide to chronologies 2017.pdf (careinspectorate.com) pg.4, para 3).

	Please refer to the following Partnership documents:
	• Code of Practice: Information Sharing, Confidentiality and Consent
	• Data Sharing Agreement (due to be published Q4 2021)
	Available from 'Related Downloads':
	https://www.orkney.gov.uk/Service-Directory/S/child-protection.htm

Circumstances where a multi-agency chronology is required or might be required:

- Where there are multiple professionals involved with a child or young person due to a lack of parental care or neglect by a parent.
- Where the child's or young person's name is placed on the Child Protection register or consideration is being given to this.
- Where the young person is made subject to Young People's Support and Protection procedures or consideration is being given to this.

- Where a referral has been made to the Scottish Children's Reporter Administration or a child or young person has been made subject to compulsory measures of supervision.

When agreement is reached that a multi-agency chronology of significant events is required the Lead Professional (most likely a social worker) will collate the information from other contributing agencies. Agencies can either provide their single agency information to the Lead Professional or the contributors could work together to complete the agreed template. If there is no Lead Professional the contributing agencies should agree who will take the lead in compiling the chronology.

3 What information should be included in a chronology of significant events?

The chronology should be **factually based** and the **source** of the information should be made clear. It should be historical covering the entirety of the child's life with the most recent event recorded below all other events.

The chronology should clearly indicate the key pieces of information which show the issues present and causing concerns in a child or young person's life. Please refer to the example provided by the Care Inspectorate linked below.

> **Shared Chronology Example:**
> Please see Page 19, *Appendix 2: Inverclyde good practice example of a shared chronology* within The Care Inspectorate 'Practice Guide to Chronologies'.

The chronology must be kept up to date to ensure that no important information is lost. All agencies involved with the child and family should ensure that any information about significant events, are passed to the lead professional identified to compile the chronology as soon as possible.

The following list contains gives examples of the type of information that will be recorded in the chronology, this list is not exhaustive:

Education

Education single agency chronologies are maintained within the child or young person's individual record. This is supported by SEEMiS, but also comprises paper documentation.

Entries recorded as significant events include the following information noted - date, author, event, decision, action, outcome, follow up.

The child or young person's records will also contain information in relation to the following:

- Specific observations in relation to care and welfare issues (who, what, where and when should be detailed)
- Specific observations in relation to wellbeing (who, what, where and when should be detailed)
- Child Protection meetings including Core Group meetings, young person meetings.
- Changes in family and care structure e.g. through separation and divorce, bereavement, custodial sentence.
- Changes in family circumstances e.g. homelessness, birth of sibling

- Referrals, including reason for referral
- Note of requests for a co-ordinated support plan
- Note of a Wellbeing Assessment and Child's Plan
- Attendance if significant, including reasons and actions
- Attainment if significant
- Achievement if significant
- Exclusion
- Incidents of bullying or being bullied

Health

Health single agency chronologies are currently recorded via paper documentation or electronically:

- Specific observations in relation to care and welfare issues (who, what, where and when should be detailed)
- Changes in family and care structure e.g. through separation and divorce, bereavement or custodial sentence
- Changes in family circumstances e.g. homelessness or birth of sibling
- Referral e.g. hospital paediatrician, therapy service, other agency
- Attendances at Accident and Emergency, Out of Hours and NHS24
- Hospital admissions
- Childhood illnesses if significant
- Childhood disability
- Missed appointments (referred to as 'was not brought') and kept appointments for health:
    - For example any health professional service including immunisations, child health surveillance, hospital appointments, therapy appointments including Paediatric, Occupational, Physio, and Speech and Language Therapy. Universal services (Dental, Health Visitors, School Health), second tier, specialist services (allied health, CAMHS and third tier, Paediatrician etc).
- Dates of immunisations and screening
- Formal health assessments e.g. developmental, LAAC

Social Work Services

Social Work Services record single agency chronologies on PARIS

- Specific observations in relation to care and welfare issues (who, what, where and when should be detailed)
- Changes in family or care structure e.g. through separation or divorce and bereavement or custodial sentence
- Changes in family circumstances e.g. homelessness or birth of sibling
- Referral e.g. additional support, other agency
- Dates of Social Work Services Involvement
- Reason for involvement
- Dates of child protection enquiries
- Dates of child protection related meetings e.g. case discussions, case conferences
- Dates and categories of previous child protection registrations
- Dates and reason for child being looked after and accommodated
- Legal basis for Social Work Services involvement

Scottish Children's Reporters Administration

- Dates of referral
- Referral reason e.g. care and protection, youth justice, offending, domestic abuse, school attendance
- Legal status and changes to legal status
- Dates of any Children's Hearing

Police Scotland

A police single agency chronology will contain relevant and proportionate significant event data to the concerns being discussed about the child or young person, this could include:

- Instances of previous police involvement at the home address (STORM incidents including disturbances, domestic incidents, violence, criminality etc.)
- Crime reports involving the child or young person, Crime reports involving parents, carers, significant adults and/or siblings when relevant to the child or young person
- Previous criminal convictions of the child or young person
- Previous criminal convictions of the parents, carers, significant adults and/or siblings when relevant to the child or young person
- Previous domestic incidents (criminal and non-criminal) involving the parents, carers or significant adults, whether the child or young person was present or not
- Intelligence information in relation to the child or young person, parents, carers, significant adults and/or siblings when relevant to the care or protection of the child or young person
- Previous child protection investigations involving the child or young person, the parents, carers, significant adults and/or siblings (when relevant to the child or young person); and
- Missing person reports involving the child or young person, parents, carers, significant adults and/or siblings when relevant to the child or young person
- Visor records in relation to parents, carers, significant adults and/or siblings when relevant to the child or young person

3rd Sector Voluntary Organisations

It is difficult to define a chronology list for third sector organisations as each will approach this in a different way according to the service they deliver.

Suggested third sector chronology:

- Source and nature of referral to service
- Reason for involvement
- Dates or child protection concerns raised by service
- Risk assessments passed by referee or produced by service (safety of staff, child or family)

- Referral & signposting e.g. additional support, other agency.
- Substance misuse, domestic abuse, trauma and mental health assessments and evaluations
- Service notes conflicts of interest, capacity issues, reasons for declining a referral
- Changes in family, care structure e.g. through separation and divorce, bereavement or custodial sentence
- Changes in family circumstances e.g. homelessness, birth of sibling, introduction of new partner or household member
- Nature of work, support provided by service – number of sessions, client evaluation & engagement
- Deterioration in engagement with service
- Discussion at Joint Support Team meetings
- Dates of Social Work Services Involvement
- Dates of child protection enquiries
- Dates of child protection related meetings e.g. case discussions, case conferences.
- Dates and reason for child being looked after and accommodated
- Dates and Categories of previous child protection registrations

Appendix 1 | Shared Agency Chronology Form

> 📄 The Orkney Partnership Shared Agency Chronology Form (word file) is available from 'Related Downloads' at https://www.orkney.gov.uk/Service-Directory/S/child-protection.htm. Direct link here.

The Orkney Partnership | Shared Agency Chronology

1 Child/Young Person's Details

Name		Known as	Child and Family Centre/Nursery/School currently attending (if appropriate)		
			Child and Family Centre/Nursery	School:	Other:
Date of birth	**Year group**	**CHI Number**	**Paris Number**	**SEEMIS Number**	**Scottish Candidate No.**	**Police Scotland VPD No.**

Lead Professional maintaining the chronology	Job title and agency	Date shared chronology was last updated/reviewed

2 Chronology of significant events

Shared Chronology
(to add another row – place cursor in the last box in the table and press tab '⇥' on your keyboard, headings repeat to next page automatically)

Date and time of event	Significant event	Source of information	Action taken/actual outcome	Practitioner name, title, agency and date	Event Code
Date and time the event happened should be recorded	*A brief description of the event should be recorded here. Language should be plain English, clear and concise, so that the chronology improves understanding and supports good decision making.*	*Information in the chronology should be current, factual and from a reliable source. Record where information has originated e.g. professional, neighbour, friend, relative or child themselves*	*This may be simply monitoring or increased observation, reported to named person or a very short statement of action. Narrative should be in the child's file, record or clinical notes*	*It is important to record the date name, title, and agency of the practitioner who entered the significant event onto the single or shared agency chronology*	*This can include a traffic light system:* Red for significant events Amber for alerts or negative outcomes, Green for positive outcomes

Reference: P0318-FORM-002 Version: 1.0   1 | 2

Example: Page 1 of 2 Shared Agency Chronology Form (P0318-FORM-002, Version:1.0)

The Orkney Partnership | Shared Agency Chronology

Shared Chronology
(to add another row – place cursor in the last box in the table and press tab '⇥' on your keyboard, headings repeat to next page automatically)

Date and time of event	Significant event	Source of information	Action taken/actual outcome	Practitioner name, title, agency and date	Event Code

Reference: P0318-FORM-002 Version: 1.0

2 | 2

Example: Page 2 of 2 Shared Agency Chronology Form (P0318-FORM-002 Version:1.0)

Appendix 2 | Glossary of frequently used Chronology terms within each partnership organisation

Term	Definition
Getting it Right for Every Child	Getting it Right for Every Child supports families by making sure children and young people can receive the right help, at the right time, from the right people.
Lead Professional	A staff member who is identified to take on a coordinating role where concerns about wellbeing require intervention from more than one service or agency.
Named Person	A professional point of contact in universal services, both to support children and their parents or carers when there is a need, and to act as a point of contact for other practitioners who may have a concern about the child's wellbeing.
PARIS	PARIS is the case recording and record management database system.
SEEMIS	Scottish Education Management Information System

Appendix 3 | Related Documents

Related Documents	
The following Partnership documents are available from 'Related Downloads': https://www.orkney.gov.uk/Service-Directory/S/child-protection.htm	

Reference number	Title
P0318-FORM-002	Shared Agency Chronology Form
P0318-GUID-005	Code of Practice: Information Sharing, Confidentiality and Consent
P0318-MISC-009	Data Sharing Agreement (due to be published Q4 2021)

4   Version history

Document status				
Version	Status	Date	Amended by	Reason / overview
0.0A	Draft	21 April 2021	LM	Initial draft circulated by email to members of Getting it Right Strategic Group for Review.
0.0B	Draft	18 June 2021	GO	Transfer into Partnership template. Re circulated to members of Getting it Right Strategic Group for Review on 02 July 2021.
0.0C	Draft	31 August 2021	Getting it Right Strategic Group	Edits began during group meeting on 14 July 2021, continued by KA /PU. Health and Third sector comments addressed, including Getting it Right Training Day feedback. Circulated to Getting it Right Strategic Group for review 01 September 2021 by GO/KA.
0.0.D	Draft	13 October 2021	KA, GO	Health comments addressed. Document and comments summary circulated to Getting it Right Strategic Group for final review.
0.0.E	Draft	20 October 2021	Getting it Right Strategic Group	Remaining holds addressed during group meeting on 20 October 2021. MS comments incorporated. Issued to Improvement Delivery Group for approval.
0.0.F	Draft	03 November 2021	KA	PD comments included. Discussed at Getting it Right Strategic Group meeting, agreed issue as approved for use.
1.0	Live	05 November 2021	Getting it Right Strategic Group	Issued for Use