**PRACTICE GUIDANCE FOR USE/COMPLETION OF C&VRSCB CHRONOLOGY TEMPLATE**

***This chronology template is be used by all professionals involved with children and families who are receiving statutory services and may also be subject to child protection plans.***

A number of Child Practice Reviews have identified an absence of chronologies being used when working with children and families. This has resulted in missed opportunities to share information and resulted in various agencies not being aware of vital information that has resulted in a different focus or intervention with the child/family.

This chronology is to be used by ALL professionals to record information of note, and presented to the relevant forum where there will be a discussion of the chronology and consideration of its contents in-line with the situation of the child/family. It will be the responsibility of the individual worker to maintain the chronology and present at the various review meetings.

Chair’s of these meetings must ensure that consideration of the chronologies are included on existing agenda’s and that all records of these meetings minute the discussion and any actions that may be required following the sharing of the chronologies.

The type of information to be included in the chronology may vary depending on the agency you represent, however, it will be important to include significant events such as home visits; PPNs; contact with child/family; information received from other sources. It is not possible to give an exhaustive list of what to include, the baseline should be that the chronology provides a representation of agencies involvement in order that this can be considered with other agencies involvement.

The C&VRSCB will be undertaking an annual audit of the use of these chronologies and the findings will be disseminated via your safeguarding board representative.

CHRONOLOGY OF SIGNIFICANT EVENTS / INFORMATION

* ***It is the responsibility of individual agencies to maintain their chronology and present for consideration at child protection conferences; core groups; care & support review meetings, Looked After Reviews; Adoption Reviews***
* ***Chair’s of the meetings to ensure that these chronologies are considered and discussed within the relevant forums and sent as part of any minutes***

| **Date** | **Source of Information** | **Key Event** | **Action Taken/Required** | **Analysis** | **Information Recorded By** |
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