Torbay **Safeguarding Children** Board

Chronology Policy

Keeping children safe is everyone's responsibility

Torbay Council Children's Services ▪ Police ▪ Health ▪ Connexions
Youth Offending Team ▪ Probation ▪ CAFCASS ▪ Safer Communities ▪ Fire Service
▪ Schools ▪ Community & Voluntary Sector
www.torbay.gov.uk/tscb

1. Introduction

It has been identified through Multi-Agency Case Audit and Serious Case Reviews that in particular circumstances e.g. in Neglect or suspected Fabricated or Induced Illness cases, and Multi-Agency Case Audits (MACAS) there is a need for individual agencies/ organisations / healthcare providers to compile their own chronologies with a view to merging these into a Multi-Agency Chronology.

The chronology is a tool whereby information can be systematically collated and the analysis of this chronology will help inform assessments. There is an onus on all agencies working with children and families to be part of compiling a multi-agency chronology.

Chronologies must be succinct in order to be meaningful.

The chronology will comprise of a frontsheet and an Excel spreadsheet. The spreadsheet should be set up by all agencies using the format available on the TSCB website.

2. Chronology Frontsheet

A Front sheet for the chronology should include:

- Name, Job Role and Organisation of Professional completing chronology
- Names and dob (where possible) of all family members
- All known addresses linked
- GPs
- All known Schools/ Early Years providers
- Unique pupil numbers(Education)
- NHS Numbers
- Nominal reference numbers(Police)
- PARIS numbers (Social Care)

3. Chronology

Significant events for the child/ren will be recorded on an Excel spreadsheet.

A significant event will be an event or incident which impacts on the child/ childrens' safety and welfare. There will be some level of professional judgement in deciding what needs to be included in a chronology. However some examples of these would be:

- Social Care referrals/contacts/ MASH enquiries
- Strategy discussions/ meetings
- Section 47 investigations
- School exclusions/ school attendance issues/school incidents (bullying/racism)
- Medical appointments not being kept
- Attendance at A&E/ Hospital admission

- Significant change ie change in GP/ house/ school change/ new parental partner/ Child placed in care
- New birth in family
- Family bereavement
- Missing episodes
- Self-harming
- Relevant police logs: domestic violence, parents drunk in charge of children
- Adult mental health issues or substance misuse.

The spreadsheets will be divided into the following columns:

Date and time of event (Time if known and when event was reported to have occurred)	Name of professional involved in episode	Job role and Organisation	Who was seen/ who was involved- (eg mother/father child/ any other people – known or unknown-in house or at location	Episode or event of concern (to include location seen)	Professional comment/ Outcome/ Action (Inform of any action taken in response to event, include comments about significant change in level of engagement, positive change, strengths(eg SOPOs) any emerging patterns , discrepant information to different agencies etc

Spreadsheets from different sources can then be merged and analysed as needed.

4. Storage

Agencies/ Organisations must make their own secure arrangements for storage of chronologies in accordance with their own records storage policy.