TRAFFORD CHRONOLOGY POLICY

(Section 3.1 of the Electronic Case File Recording Policy)

Updated February 2013

Version Control

Document History

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0.01	November 2012	Cathy Rooney	Comments received from managers
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References

Trafford Electronic Case File Recording Policy

Document Reviewers

No.	Name	Role	Date	Issue
1	Charlotte Ramsden	Joint Director	December 2012	
2	Ged Crowther	HoS CiC	December 2012	
3	Katherine Mackay	HoS Area Team South	December 2012	

Document Approvals

No.	Name	Role	Date	Version
1	Deborah Brownlee	DCS (via the DCS Safeguarding Governance Meeting)	1st Feb 2013	0,04

Next Review

Date	Service
February 2015	DCS Safegurading Governance Group

Contents

1. Background

A chronology provides a sequential story of significant events in a family's history whilst interweaving information about emotional and/or relationship difficulties. It contributes to an emerging picture, based on fact and interactions of a case – current information is understood in the context of previous information, informing professional assessment.

A chronology provides a skeleton of key incidents and events that inform the assessment of children and young people who are considered at risk or in need. A significant event is an incident that impacts on the child's safety and welfare circumstances or home environment. This will inevitably involve a professional decision and/or judgement based upon the child and family's individual circumstances.

An up to date chronology is crucial in safeguarding because it:

- Gives relevant information about previous history which may be an important indicator of risk
- Provides continuity so we can see immediately what has happened
- Presents clear accurate information
- Helps focus on key events so we can understand what is happening in the life of a child or young person
- Allows professionals to put the pieces of a jigsaw together
- Highlights risks & vulnerabilities, but also strengths and resilience.
- Patterns in social history and behaviour can be detected, events can appear insignificant in isolation but together can be identified as warning signs
- Highlights people in the child's life already known by agencies, the nature of current relationships between families and their wider social networks. This gives important information about who in the family/network may be protective and which family members may pose a risk to the child/young person
- Highlights gaps, missing details and inconsistencies that require further assessment and identification
- Lists what interventions have been tried/what has worked and what hasn't which avoids duplicating and repeating work and gives information about capacity to change
- Use as a reflective tool-for multi-agency working together-in supervision and for key decision making

Lord Laming noted the importance of a chronology in child protection in both the inquiries into the deaths of Victoria Climbié (2004):

> *'I regard the inclusion in any case file of a clear, comprehensive and up-to-date chronology as absolutely essential. …. As the agency best placed to co-ordinate the collection of the relevant information, I regard it as the responsibility of social services to maintain the chronology, seeking the input of other agencies as appropriate.' Recommendation 58 Laming Report: a properly maintained chronology" must be kept on every file"*

4

The importance of a chronology also featured in the case of Peter Connolly(2008):

> *'What is lost is any holistic sense of the wider picture - the real experience of the child, the real risks which he faces. Thus, for example, in the case of Baby P any meaningful overview by way even of a simple chronology would surely have alerted social work professionals to his predicament' Family Justice Council*

This guidance is aimed at producing a general chronology that is kept on case files, there may be a need to produce a more specific chronology in certain situations e.g. court chronologies

2. Definition

A chronology is:

- An ordered, dated record of significant events in the child's life. It can identify patterns of events, concerns, positives, strengths and unmet needs.
- A clear account of all significant events in a child's life to date, based on knowledge and information held by the agencies involved with the child and family.
- Reflects the best knowledge we have about a child's history at a point in time.

3. Purpose

A chronology should:

- Inform case discussion and key decision making by making it evidence based e.g. current decision making by managers may prioritise verbal presentation of information that could have gaps
- Not be an assessment – but be part of assessment e.g can reveal patterns so that events aren't seen as isolated incidents
- Not be an end in itself – it is a working tool which promotes engagement with people who use services and promotes multi-agency involvement

A chronology should be accurate, relying on good, up-to-date case recording. It should contain sufficient detail but not substitute for recording in the file. It will record what was done at the time. Chronologies should list events, dates etc. but also record any action which was taken at the time as well as recording when there was no action

The chronology should be regularly reviewed and analysed

To compile a chronology the practitioner must:

- Identify the key events to be recorded.
- Identify the sources of information to be used.

- Make sure what is recorded is accurate and in date order.
- Consider the significance of the events for the child and family in question.

The Protocol on Judicial Case Management on Public Law: Children Act Cases requires that a chronology be submitted along with care papers.

Each child and prospective adopter's/foster carer's file should contain a chronology.

Significant points in a case when a chronology must be completed will include:

- Any stage where a case is being closed
- Referral to initial assessment
- Initial Assessment→ CIN or CP
- Core Assessment
- Strategy meeting/Section 47
- CP Conference
- Core group
- CP Review
- Moving In CP Conference
- Legal planning meetings including PLO, Issuing proceedings and Permanency Planning Meetings & Final Care Planning Meeting
- Court directs S7 /S37 reports
- Accommodation of a child or young person (as soon as is possible if unplanned)
- Statutory LAC Review
- Transfer to Leaving Care Team

4. What should be included in a chronology?

The lists below describes the events which will need to be included in a chronology, they are not exhaustive. There will be other significant events which will also need to be included. The decision about what other events need to be included will be based on professional judgement and managerial guidance.

5. Useful agency decision making information that should be in a chronology:

- Name and date of allocation of Social Workers (Recommendation 55)
- Referrals dates- reason for referral e.g. child protection enquiry, domestic violence incidents.
- Date initial assessment commenced
- Date initial assessment concluded
- Evidence of user involvement, including distribution of initial/core assessments, core group, CLA, Care Plans etc, e.g. when was Initial assessment signed and passed to parent/carer
- Date core assessment commenced

- Date core assessment concluded
- Court proceedings (including dates)
- Court Orders (Including dates)
- Dates of meetings (including child protection case conferences, core groups, strategy and professional, children in need, adoption, fostering, resource).
- Discussions with the team manager about a service user, whether within or outside of supervision, and any decisions made as a result of this conversation must be recorded.
- Significant events including birth of siblings, death of close family members, change of address, new partners, medical treatment change of school.
- All visits, recording whether the child has been seen or not and whether seen on their own.

6. Suggested Chronology events for children in need/child protection:

- Date of birth of child
- Family history e.g. parents' childhood, their significant life events
- Start/end dates of SW involvement
- Changes of Social worker
- Strategy meetings and S47 investigations
- Assessments
- Child's words, views, feelings and behaviour
- Significant other incidents e.g significant observation during home visits
- Concerns about specific behaviours in the family including sexual behaviour, substance misuse, domestic abuse not reported to the police, housing issues
- CP plans / deplanning
- Changes in GP/Health professionals
- Medical history including accidents/incidents requiring treatment
- Serious illness
- Hospital admissions
- Diagnosis of specific condition
- Episodes of being looked after
- Change in legal status
- Change of name
- Change in birth family household/relationships
- Change in birth family address
- Significant family events e.g. pregnancy, miscarriage, deaths
- Change in school/college
- School exclusions/incidents
- Absence from school
- Educational assessments including additional needs/support plans
- Educational performance & results
- Employment
- Police logs about family/household
- Criminal proceedings & offences
- Transition Plan

- Contacts visits. (This should include those visits supervised by Social Workers, Family Support, Children's Centre and Contact Centre Workers etc). It is important to note that it is the responsibility of the social worker to ensure that all contact visits (including supervised contacts) are recorded in the chronology.

7. Suggested Chronology events for Children in Care:

Date of birth of child
Family history e.g. parents' childhood, their significant life events
Start/end dates of SW involvement
Changes of Social worker
Strategy meetings and S47 investigations
Assessments
Child's words, views, feelings and behaviour
Significant other incidents e.g significant observation during home visits
Concerns about specific behaviours in the family including sexual behaviour, substance misuse, domestic abuse not reported to the police, housing issues
CP plans / deregistration
Changes in GP/Health professionals
Medical history including accidents/incidents requiring treatment
Serious illness
Hospital admissions
Diagnosis of specific condition
Being looked after
Changes in placement
Change in legal status
Change of name
Change in birth family household/relationships
Change in birth family address
Significant family events e.g. pregnancy, miscarriage, deaths, self harming
Change in school/college
School exclusions/incidents
Absence from school
Educational assessments including additional needs/support plans
Educational performance & results
Employment
Police logs about family/household
Criminal proceedings & offences
Pathway Plan.
Records of key Management decisions
Contacts or referrals about the child and/or family.
House moves
Statutory visit form
IRO Review recommendation/Review summary of either Pathway Review or C.L.A (it may be possible for these to be automatically populated)
Incidents of missing from care, inclusive of details and actions

Child returned from missing from care inclusive of a summary of details and action taken

Child deceased.

3 month summary in total

PEP – Note in the chronology the date completed and cro

S.D.Q note the score and any action taken if required e.g. referral to ss reference with and cross reference with forms CAMHS

Missing from care meeting(Cross date and brief summary of discussion and key actions)

Date of referrals to SEAM and why

Date of SEAM and recommendations

Statutory visit – form to be embedded in the chronology

3 monthly summaries to be embedded in the chronology

Dates P.P Regs were approved and summary of the context of the P.P report

Any Legal Planning meeting includes brief summary of context and decisions

Any legal proceedings. e.g. Date I.C.O made or date S.G.O made

Records of Key management decisions

Contacts visits. (This should include those visits supervised by Social Workers, Family Support, Children's Centre and Contact Centre Workers etc). It is important to note that it is the responsibility of the social worker to ensure that all contact visits (including supervised contacts) are recorded in the chronology.

8. Linking and embedding Chronologies into practice

- The allocated worker must ensure that there is an up to date chronology kept electronically on every new case started at the point of contact
- A chronology must be updated at key points in the process of a case when a decision has been made, when there is a change of status or a significant meeting or review.

- Family Support, Children's Centre, Contact Centre Workers and Outreach Workers must enter into the chronology any key issues arising from their work with service users.
- Managers and IROs must ensure that a chronology has been completed at critical points.
- The three monthly summaries or the up to date chronology should be seen and discussed in supervision on a regular basis and should be part of case file audits
- Managers, IROs and Senior Practitioners should have both a QA role and a supportive one in promoting good practice.

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9. How to create a Chronology on Liquid Logic

Information that is electronically recorded in ICS for an individual will be **automatically listed** in the **History** tab.

n.b. There are six separate items that the practitioner would have to insert manually;

- Birth of Child
- Death of Child
- Initial Assessment Completed Date
- Core Assessment Completed Date
- Change of GP/Health Professional
- Evidence of User Involvement eg When Initial Assessment was signed and distributed

Adding items manually shall be discussed towards the latter part of the document.

The default view for the History tab will show **all events** with the newest event at the top.

Important

The **CONFIGURE VIEW** button should only be used by the practitioner who initially creates the Chronology eg **MARAT**

To assist with the **initial creation of the chronology**, templates have been created that shall include all of the items that are suggested in the Policy.

Example of when the Template would be used
Potentially, MARAT could just add items from the **HISTORY Tab** as and when they happen, however, if say the practitioner does not have the opportunity to create the Chronology until after the ICPC then the template feature could be used to capture all of the necessary intelligence.

Once the CONFIGURE VIEW button is clicked the practitioner would ordinarily choose from one of the following options:
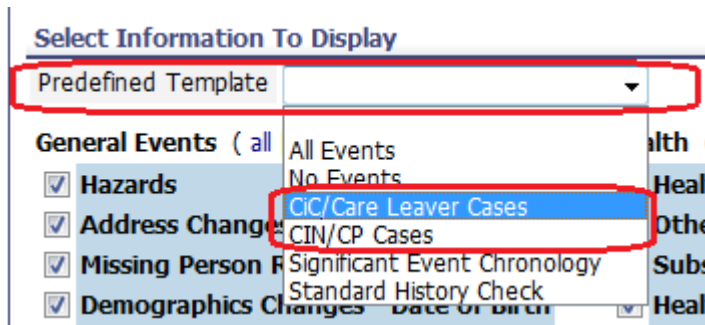
To impress the point, if you are in the Permanence Team and you have no record of a Chronology, it would be in your interest to:

- Click on the CONFIGURE VIEW button
- Choose CiC/Care Leaver from the Predefined Template Picklist

You would then click on the Return to Information View button:
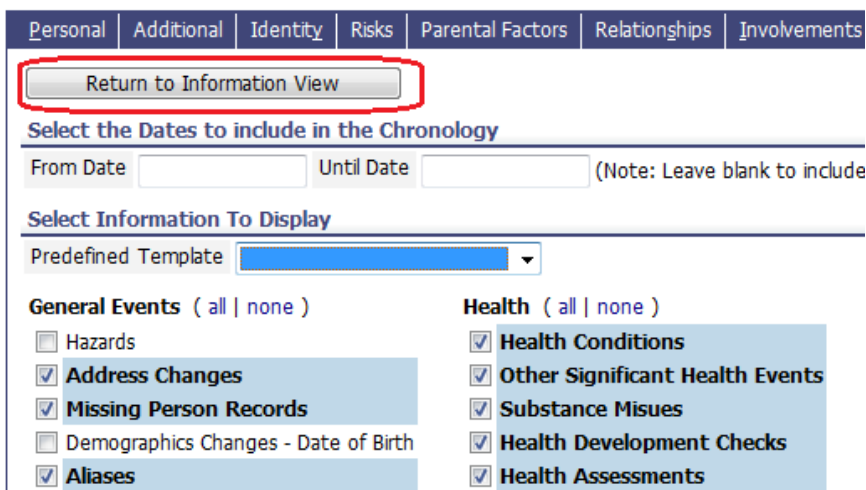
…………………….and then CREATE Chronology!!
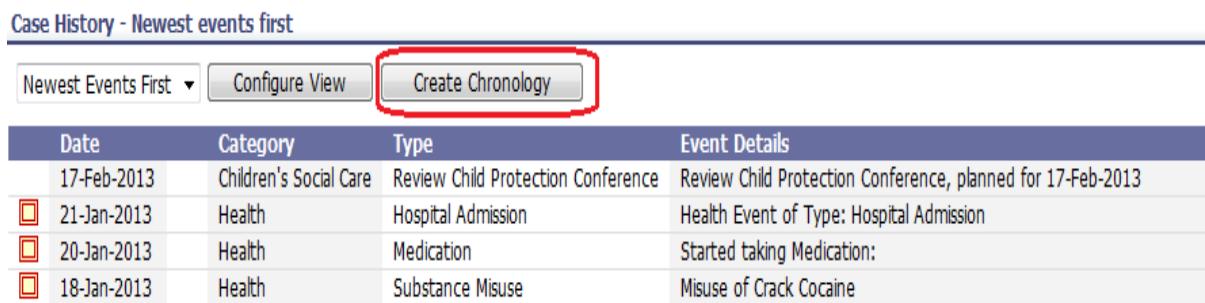
All of the items from the HISTORY TAB shall now demonstrate in the Chronology.

The following is a print version screenshot:

Case Number	33849
Gender	Male
Referral Start Date	01-Sep-2012

Chronology

Event Date	Event Details
06-Mar-1986	Birth of (Mother) Jemma Cook
25-Feb-2005	Lachlan Born today
01-Sep-2012	Contact received in MARAT: School Nurse (Maureen Tait) has grave concerns about welfare of Lachlan following severe bruising being identified during routine Health Assessment
01-Sep-2012	Contact was progressed to Referral
02-Sep-2012	Case Allocated to Lisa Gordon to conduct an Initial Assessment
02-Sep-2012	Contact Type: TELEPHONE CALL OUT, Reason for Contact: **Arrange meeting with School Nurse to discuss findings.**
02-Sep-2012	Single Agency Referral Form received - written confirmation of the telephone call referring in for a service
03-Sep-2012	Contact Type: **School Visit** , Reason for Contact: Visit Nurse to discuss findings...................
07-Sep-2012	Contact Type: Joint Visit with other Professional, Reason for Contact: **Interviewed Child - explicit views given.**
08-Sep-2012	Visit made to family home to initiate Initial Assessment (**Lisa Gordon - Deputy Team Manager**)
08-Sep-2012	Initial Assessment Completed - **Outcome to convene Strategy**

The policy recommends that the Chronology should "Not be an Assessment but should contain sufficient detail" – with this in mind, it may be necessary to add more information to certain events in the Chronology.

Example:

The Chronology shall demonstrate a Strategy Discussion having taken place but it shall not be accompanied by any supporting information

08-Sep-2012	Initial Assessment Completed - **Outcome to convene Strategy**
08-Sep-2012	Initial Assessment signed and distributed to all relevant parties
09-Sep-2012	Record of Strategy Discussion by Lisa Gordon

This is where the practitioner, **in the meantime**, shall use their discretion as to what text would make it more meaningful.

Alternatives at this point are:

-   Double-click on the row and this shall present the event

You can now add text directly into the box and SAVE. Nb You can even assign this entry into the Chronology of those in the sibling group!!!

Update Chronology Item

Chronology Group Item

Date of Event: 09-Sep-2012

Details:

Record of Strategy Discussion

Reason for:
There are current concerns regarding the family situation. There are conflicts between extended family and we have been made aware by the parents that this has resulted in serious threats being made against them which they believe places them and their children at risk of harm. There are also issues regarding home conditions, domestic violence, school attendance and whether the basic needs of the children are being met.

Outcome:
Due to the level of concerns it was agreed that the case should now progress to a section 47 enquiry. Given all the concerns raised it would be appropriate to convene a child protection conference so that information can be shared fully and a child protection plan put in place.

Siblings
Please select who should ha
☐ Jemma Cook
☐ Fedele Cunnah

▸ Remove from Chronology Group

[Save] [Cancel]

Meaningful information added, you could then add to siblings and SAVE.

Once saved the new information sits directly in the Chronology!

08-Sep-2012	Initial Assessment Completed - **Outcome to convene Strategy**
08-Sep-2012	Initial Assessment signed and distributed to all relevant parties
09-Sep-2012	**Record of Strategy Discussion**

Reason for:
There are current concerns regarding the family situation. There are conflicts between extended family and we have been made aware by the parents that this has resulted in serious threats being made against them which they believe places them and their children at risk of harm. There are also issues regarding home conditions, domestic violence, school attendance and whether the basic needs of the children are being met.

Outcome:
Due to the level of concerns it was agreed that the case should now progress to a section 47 enquiry. Given all the concerns raised it would be appropriate to convene a child protection conference so that information can be shared fully and a child protection plan put in place.

If you are unsure what information should be added to the event, you can use the HISTORY TAB to interrogate the form/event in question and copy text from it to append to the Chronology.

Example

The Chronology shows ICPC Report completed by Lisa Gordon. If you wished to seamlessly enter the Report to perhaps use say, parts of the Analysis to inform the Chronology; this is what you would do…………………..

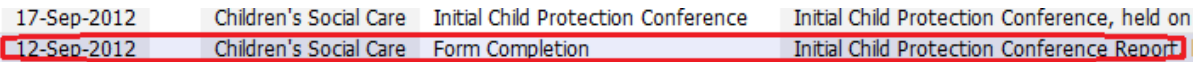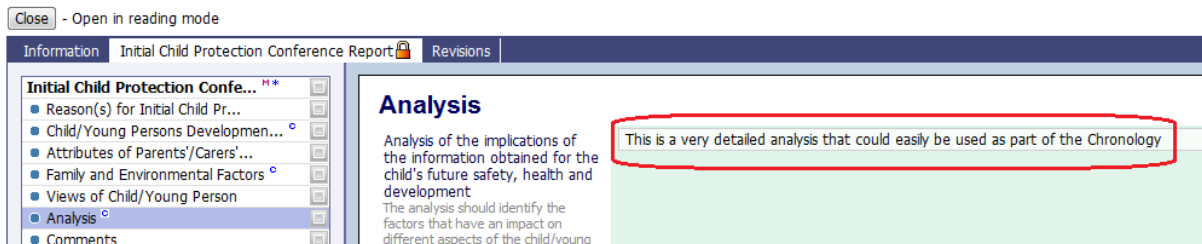| 10-Sep-2012 | Record of Outcome of S47 enquiries - completed by Lisa Gordon |
	Multi-agency Response with Police Interview and formal Medical
12-Sep-2012	Initial Child Protection Conference Report by Lisa Gordon
17-Sep-2012	Initial Child Protection Conference, held on 17-Sep-2012
	Made subject to CP Plan - Category of Actual Neglect/Likely Physical

……..click back onto the HISTORY TAB

| Adoption | History | Chronology | Forms | Documents |
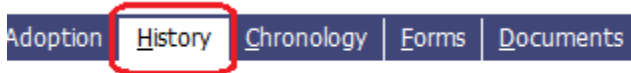
....find the report and click on it.

| 17-Sep-2012 | Children's Social Care | Initial Child Protection Conference | Initial Child Protection Conference, held on |
| 12-Sep-2012 | Children's Social Care | Form Completion | Initial Child Protection Conference Report |

…..this shall open the form and you can copy the text you wish to be added to the Chronology!!!

Close - Open in reading mode

| Information | Initial Child Protection Conference Report | Revisions |

Initial Child Protection Confe... ᴹ*
- Reason(s) for Initial Child Pr...
- Child/Young Persons Developmen... °
- Attributes of Parents'/Carers'...
- Family and Environmental Factors °
- Views of Child/Young Person
- Analysis °
- Comments

Analysis

Analysis of the implications of the information obtained for the child's future safety, health and development
The analysis should identify the factors that have an impact on different aspects of the child/young

This is a very detailed analysis that could easily be used as part of the Chronology

I would highlight the text and copy……………………………click on either the BACK

ARROW (top left) or the Service User icon .

Go back to the Chronology TAB, double-click on the event and paste in your copied text!!!!!!

Update Chronology Item

Chronology Group Item

Date of Event	12-Sep-2012
Details	Initial Child Protection Conference Report by Lisa Gordon
	This is a very detailed analysis that could easily be used as part of the Chronology

▸ Remove from Chronology Group

Save   Cancel
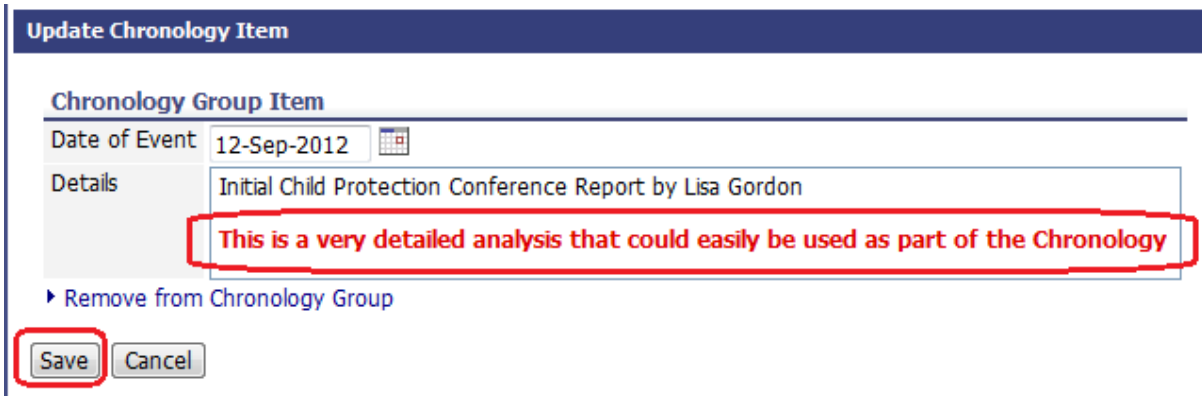
Adding items to the Chronology

Items can be added from the History Tab into the Chronology Tab, allowing the user to build a relevant chronological view.

On the History tab, each line of event information will have an **add** option on the right under the Chronology heading.

This "example" demonstrates a Case that has been transferred to the Family Team and all of the items that have happened in the system have found their way into the History.

The recommendations within the Policy shall determine which items you ADD to the Chronology. In turn, when you add the item you (the practitioner) shall choose whether to add accompanying text.
Adding items that are not generate from the HISTORY TAB

(e.g. 6 identified items at the start of this document are clear examples)

If you wished to demonstrate, say, change of Health Visitor you would have to add this in manually. To do this, you would go to the Chronology Tab and use the **Add New Chronology Item link**

15

If I wanted to add a change of Health Visitor on the 16th September 2012, I would click on the link, insert a date and some text and click on the CREATE button.

It would then demonstrate within the Chronology.

Printing a Chronology

From the Chronology tab, click **Print Current Chronology** to display a printable view.

Simply file and PRINT!

10. Quick Guides

Creating a Chronology On Liquid Logic

1. Open the child's Liquid Logic record.
2. Click on the History tab.
3. Click on the Pre-defined Template tab.
4. Click on Configure View and a table of tick boxes will appear.
5. Un-tick all the tick boxes that you do not want to appear in the Chronology. For most chronologies relating to permanence and transitions cases you will need to un-tick the following box's:
   - The contacts box .
   - The case notes box
   - The Birth Family box
   - The Social Networks box
6. Please ensure that the **significant events box is always ticked.** Significant Events are created in the case notes .If you want a case to be included in your chronology then please ensure that you click the box that marks the case note as a significant event when creating a case note.
7. Once you have configured the tick boxes click the 'Return to Information View'
8. A draft history will then appear.
9. Click 'Create Chronology' and a box question box will appear. Press yes and a basic chronology will be produced.

How To Generate a Significant Event That Will be Included in Chronology

1. Check case notes.
2. Click 'Add Case Note'.
3. Generate a case note in the usual way but for significant event case notes that you want to be included in Chronology you must   **ENSURE THAT YOU CLICK THE SIGNIFICANT EVENT BOX**.
4. Once you have created the case note click 'create and close'.
5. Click the history tab. The significant event will appear in the History log.
6. Click the Add button relating to the significant event that you have created in the case notes and it will be placed in the chronology.