**Chronologies Quick Guide for Pan-Lothian template**

***Vision****:*

*To see outcomes for children, young people and adults improve in Lothian*

***Aim and Purpose****:*

*Analysing information from the past to improve the present and plan for the future for people in Lothian*

A chronology is a record of significant events both positive and negative, in the order they occur, which reveal patterns of behaviour and their impact on an individual’s life.

Chronologies should be:

* established and maintained where appropriate for children an individual - not just for child protection or adult protection purposes
* created by professionals of services involved with an individual
* started at the beginning of your agency’s involvement and include all relevant historical information prior to then
* factual, evidence-based, relevant, up-to-date, and succinct
* analysed for patterns to make sense of the past and the present including in supervision
* entries should be condensed over time to summarise patterns of events and their outcomes
* used to inform assessments, as a working tool with individuals, families, and others
* amalgamated with other agencies single agency chronologies, edited and updated by the lead professional to become a multi-agency chronology at point of need e.g. child or adult protection case conference

[Care Inspectorate Practice Guide to Chronologies 2017](http://www.careinspectorate.com/images/documents/3670/Practice%20guide%20to%20chronologies%202017.pdf) (amended)

**Why do I need to put positive events in?** They show times when needs are being met, or protective steps being taken by parents or wider networks - use these to build on when making plans

**Why condense information?** So you can see the wood for the trees

**Won’t I lose information?** Past versions will still be on file

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| --- | --- | --- | --- |
| **Date or date range**  **(dd/mm/yyyy-dd/mm/yyyy)** | **Significant Event(s)** | **Outcome** | **Source: Name (and agency where applicable). May be anonymised in the interests of safety.** |
| **The date when the event which is significant for the individual took place.**  If a report is received (e.g. from the police) it is not the *report* which is the significant event but the incident itself, so the date should reflect when the actual event happened. A chronology can group together similar incidents by theme, if there is one eventual/ overall outcome identified.  The date column should show the period covered by the dates of all the significant events e.g. *“May to November 2015 - 7 incidents of domestic violence in the home - Child accommodated with grandparents”.* | **Anything that has or may have a significant positive or negative impact on the wellbeing or future development of this person**  Significant events will not be the same for each person – even within the same family. There can be no fixed list. What determines a significant event will always require professional judgment.  When a chronology has been analysed, the subsequent version should, where possible group similar events together. | **What happened to the individual as a result of the event?**  The outcome should reflect what happened to the person, and the impact, not just an agency response – for example after an incident of physical abuse by a parent, the outcome might be that the person remained at home; was removed or the alleged perpetrator was asked to leave. The outcome may contain the mechanism for this (eg Child Protection Order obtained and child placed with foster carers)  An event that may not be adult protection, may be where autistic behavioural presentations are suspected as being exhibited by an adult, and they agree to attend psychiatry and receive a formal diagnosis.  **What’s wrong with just putting the agency response?** We need clearer evidence of impact, and it should help condensing by avoid long lists of step-by step agency actions | **The original source of the information.**  Information may come from members of the public, family members, neighbours as well as agencies. We need to get to the source closest to the event as possible to check for accuracy should the facts need to be established at a later date.  There may be sources of information that for reasons of safety need to remain anonymous e.g. reported by a close family member. In these circumstances anonymous can be recorded.  **Why is it now called “source”?** Information is often passed through various agencies, so we need to get the source closest to the event affecting the person, both for accuracy and should the fact require to be established in court. |

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