



Guidance for Writing Chronologies

Chronologies are a fundamental way of us building a picture of a child/ren, family and extended family and how their history impacts on the family's current functioning. They are an essential tool in our assessments. **Chronologies should be updated on a monthly basis** (even if there are no perceived/ significant events). Managers should review chronologies in supervision. All cases in PLO or proceedings **must have a full chronology** which starts from the birth of the parents.

Chronologies should be completed using all of the records held by children's services on the case. This may require the retrieval of historical documents from the archive.

Chronologies should not be a summary of the case file; but should be a list of significant events in chronological date order in a child's life.

Checklist of significant events: (can you tick all of the following?)

- Date of birth of the birth parents, child +siblings
- Date of deaths of siblings/ significant relatives
- Date child's parents established their relationship
- Date of referrals to children's services & action taken, and outcome i.e. s47
- Date of child protection case conferences and outcomes
- Date of CLA episodes
- Dates of CLA reviews and over arching outcome of review
- Placement moves by the child
- Date of referrals by children's services to other agencies and outcomes
- Date of any significant health events or injuries/safeguarding concerns
- Dates of Statutory visits — only if non compliance is an issue
- Dates of legal planning meetings
- Dates of making orders
- Dates of police involvement and action taken
- Date of case closure
- Dates of completion of assessments and outcomes.



Please ensure this is uploaded on to ICS and updated on monthly basis as a minimum.

Date	Significant Event	Observation (detail)	Entered by (staff name & job title)
April 1980	Birth of Mother	Details of any concerns around the birth which would be of significance	
March 1981	Birth of Father	Details of any concerns around the birth which would be of significance	
December 2008	Father and Mother establish relationship		
17 th January 2010	Amelia Smith was born	Details of any concerns around the birth which would be of significance	
25 th May 2013	Jack Smith was born	Details of any concerns around the birth which would be of significance	
DATE	Referral from health visit	e.g. Significant concerns regarding Jack's weight. Dropped two centiles.	
DATE	S47 initiated	Brief reasons why	