

Children's Safeguarding and Early Help Services

Chronologies Recording Guidance

Chronologies Recording Guidance for Children's Safeguarding and Early Help Services

Title	Name of Policy
Purpose/scope	The chronology is a meaningful way of gaining an overview of significant events in a child or a young person's life.
Subject key words	Chronology; risks; patterns; assessment; cumulative impact; engagement.
Council Priority	<ul style="list-style-type: none">Put our children and young people first.Protect and support our vulnerable children and adults.
Lead author & contact details	Marie Hatton, Service Delivery Manager, Child Protection and Family Support
Date Established	November 2015
Date of Next Review	November 2019
Service Improvement & Efficiency Validation	
Legal Sign Off	N/A
Finance Sign Off	N/A
Approver	Assistant Director: Children's Safeguarding & Specialist Service, Children's Safeguarding & Early Help

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1. Guidance for existing cases

On an already open case where there is no recent chronology showing on the chronology tab a “potted history” of significant events is to be added. This should clearly include all significant events in the past 12 months. To achieve this:

- You can use the case summary by copying and pasting it if this is a reflection of the journey so far.
- You can insert directly into the chronology as described in this guidance
- You can copy and paste a chronology which you have created outside of Protocol. Although you can add a reference at the start of the Protocol chronology to indicate where an earlier chronology is already held within the system – e.g EDM and heading/date, ideally where possible it should be copied and pasted into Protocol.

The journey so far “potted” history should be added to all open cases within the next two months – however, this does not stop you from starting to add significant events to the chronology immediately. Potted history (with previous dates of the history) can be added retrospectively as long as the dates don’t overlap.

2. Guidance for new cases

All new cases will have a chronology started in Family Connect from 1st December 2015.

This chronology will include the known history of the case and the current referral. In future where cases first opened post 1 December 2015, should this close and re-open, the chronology will already give the known history.

Family Connect will archive their chronology at the point of transfer to retain an audit of their involvement. The detail recorded will remain in the chronology itself, however, for the next social worker update.

The chronology must be maintained on an on-going basis with all further significant events (Please see guidance on Appendix 1 as to examples of significant events).

3. Building your Chronology

Chronologies can be developed by:

- Using the history tab and transferring items to a chronology (either individual items or items from event categories)
- Adding to the chronology directly
- Using the option on case notes to add to the chronology directly – add to the chronology

All items in the chronology can be amended, added to and merged.

4. Using the history tab

- Click the configure view button
- Click the check boxes you want
- Enter a from and until date if you only want a specific date range
- Click return to information view to display the filtered history

The screenshot shows the 'Case History - New' configuration view. The 'General' section is selected, displaying a list of events: Hazards, Address Changes, Missing Person Records, Demographics Changes - Date of Birth, Aliases, and Born. Other sections include Health (Health Conditions, Other Significant Health Events, Substance Misuses, Health Development Checks, Health Assessments, Dental Checks), Training and Employment (Training, Employment Changes), Legal Status (Non CLA Legal Statuses, CLA Legal Statuses), Offences (Offences, Allegations), Relationships (Birth Family, Social Networks), and Placements.

If you use the configure view but wish to return to the full history tab items, click “all events”, then return to “information view”.

5. Adding individual items directly from history

Click add next to the item you want to add to the chronology

Date	Category	Type	Event Details	Actions
13-Oct-2015	Children's Social Care	Form Draft	Missing Person Return Interview, by TINA PARRY	Edit
13-Oct-2015	General Events	Missing Person Ended	Missing Status: Missing, Ended on 13-Oct-2015	Edit
12-Oct-2015	Children's Social Care	Form Draft	Legal Planning Meeting, by TINA PARRY	Edit
12-Oct-2015	Legal Workspace	Form Draft	Social Work Evidence [LEGAL], by TINA PARRY	Edit
12-Oct-2015	Legal Workspace	Form Draft	Social Work Evidence [LEGAL], by TINA PARRY	Edit
08-Oct-2015	Children's Social Care	Form Completion	Record of Outcome of S47 enquiries, by GAIL HALL	Edit
08-Oct-2015	Children's Social Care	Form Completion	C & F Assessment, by GAIL HALL	Edit
07-Oct-2015	Legal Workspace	Form Draft	Social Work Evidence [LEGAL], by GAIL HALL	Edit
07-Oct-2015	Children & Family Locality Services	Workspace table	New Support Plan Costs - Time record has been added	Edit
01-Oct-2015	General Events	Missing Person	Missing Status: Missing, Starting on 01-Oct-2015	Edit
01-Oct-2015	Legal Status	Legal Status	Started Legal Status, Status: CLA - C2 - Full Care Order	Edit
01-Oct-2015	General Events	Address Change	Placement: 12 Longmoor Close	Edit
01-Oct-2015	Children's Social Care	Form Completion	Child Looked After/Young Person's Care Plan.	Edit

6. Adding case notes to the chronology directly

If you add a pertinent case note that you want to go directly into the chronology, click “add to chronology”. This is the wording within “reason for contact” and should you wish this to appear in the chronology, consider appropriate wording. The case note must be finalised to appear in the chronology.

The screenshot shows a web-based application window titled "Liquidlogic LCS PROTOCOL UAT (20004)". The URL in the address bar is "http://corp0-app-089:20004/web/casenote.htm?id=...". The main content area is titled "New Case Note for DUCK, EDDTHE (1 year)". A sub-section titled "Part 1 - Contact" contains fields for "From Context Of" (set to "DUCK, EDDTHE (1 year)"), "Contact Date" (set to "12-Oct-2015"), "Time" (set to "10:00"), and "Type of Contact" (set to "Child - Missing Return Interview"). Below these fields is a checkbox for "Significant Event" which is unchecked. A checked checkbox labeled "Add to Chronology" is present. At the bottom of the contact section, there is a table with columns: Relation, Name, Age, At Contact, Interviewed?, Seen?, Alone?, Bedroom?, and Regarding Assessment. One row is visible: "Self", "EDDTHE DUCK", "1 yr 11 mths", and "None" under the other columns. There are also sections for "Children / Young People involved in this Case Note" and "Adults also present / interviewed", both of which state "No Adults recorded..". A link "Other relations you can add to this case note" is also present. The status bar at the bottom right shows "115%", "11:55", and the date "19/10/2015".

7. Starting a chronology within the chronology tab (nothing copied forward from history or case note)

- Add a new chronology group
- Add new chronology item. From here you can copy to all siblings or select individual siblings. There is also the functionality to copy across the entire chronology to all siblings via the link at the end of the chronology.
- Add your significant events (guidance is available in Appendix 1 to assist in what a significant event is, but this will depend on the individual situation).

http://corp0-app-089:20004/web/view.htm?id=421 Child: EDDTHE DUCK

File Edit View Favorites Tools Help

Home - PROTOCOLICS - ...

Liquidlogic LCS PROTOCOL UAT (20004)

Child: EDDTHE DUCK 1 year 15-Nov-2013 (Ref: 97923-CH) Basic Demographics

CLA MISp R CAFLS LEG

Personal

- Personal
- Additional
- Identity
- Photos
- Risks
- Person Factors
- Relationships
- Involvements
- CIN
- CP
- CLA
- Costs
- History
- Chronology**
- Forms
- Documents
- EDM Documents

Chronology

JOURNEY OF THE CHILD SINCE REFERRAL

Chronology	Event Date	Event Details	Refer to Relevant Document
01-Jan-2000 - 31-Aug-2014	28-Jan-2014	Referral received and you can add as much information into this as required to cover all events	See referral and C & F Assessment

Add New Chronology Group
Add New Chronology Item
Copy Chronology Items to Siblings
Print Current Chronology
Export Chronology
Export Chronology Bundle
Delete Chronology

Chronology Audit

Created 19-Oct-2015 12:13 by TINA PARRY
Last Updated 19-Oct-2015 12:15 by TINA PARRY

Done

115% Desktop 12:16 19/10/2015

8. Merging Periods of time in the chronology

- Click merge down to combine events between date groups
- You can also unmerge by clicking unmerge

http://corp0-app-089:20004/web/view.htm?id=421 Child: EDDTHE DUCK

File Edit View Favorites Tools Help

Home - PROTOCOLICS - ...

Liquidlogic LCS PROTOCOL UAT (20004)

Child: EDDTHE DUCK 1 year 15-Nov-2013 (Ref: 97923-CH) Basic Demographics

CLA MISp R CAFLS LEG

Personal

- Personal
- Additional
- Identity
- Photos
- Risks
- Person Factors
- Relationships
- Involvements
- CIN
- CP
- CLA
- Costs
- History
- Chronology**
- Forms
- Documents
- EDM Documents

Chronology

Chronology	Event Date	Event Details	Refer to Relevant Document
28-Sep-2015	28-Sep-2015	Contacted by Unknown Person with contact method: E-Mail (linked to referral)	
Merge Down	28-Sep-2015	Referral Started by GAIL HALL	
	28-Sep-2015	Started Primary Worker: GAIL HALL	
	28-Sep-2015	Strategy Discussion, held on 28-Sep-2015	
	28-Sep-2015	Strategy Discussion, held on 28-Sep-2015	
01-Oct-2015 - 13-Oct-2015	01-Oct-2015	Missing Status: Missing, Starting on 01-Oct-2015	
Unmerge	01-Oct-2015	Period of Care, CIN Code: N1, Reason: S - Started to be CLA.	
	01-Oct-2015	Started Legal Status, Status: CLA - C2 - Full Care Order 	
	01-Oct-2015	Placement Code: U6	
	13-Oct-2015	Missing Status: Missing, Ended on 13-Oct-2015	

Add New Chronology Group
Add New Chronology Item
Copy Chronology Items to Siblings
Print Current Chronology
Export Chronology
Export Chronology Bundle
Delete Chronology

Done

115% Desktop 12:22 19/10/2015

http://corp0-app-089:2004/web/view.htm?id=421 Child: EDDTHE DUCK

File Edit View Favorites Tools Help

Home - PROTOCOLICS - ...

Liquidlogic LCS PROTOCOL UAT (2004)

Child: EDDTHE DUCK 1 year 15-Nov-2013 (Ref: 97923-CH) Basic Demographics

CLA MSP R CAFLS LEG

Personal

- Chronology
- Personal
- Additional
- Identity
- Photos
- Risks
- Person Factors
- Relationships
- Involvements
- CIN
- CP
- CLA
- Costs
- History
- Chronology
- Forms
- Documents
- EDM Documents

Chronology

Chronology	Event Date	Event Details	Refer to Relevant Document
28-Sep-2015	28-Sep-2015	Contacted by Unknown Person with contact method: E-Mail (linked to referral)	
	28-Sep-2015	Referral Started by GAIL HALL	
Merge Down	28-Sep-2015	Started Primary Worker: GAIL HALL	
	28-Sep-2015	Strategy Discussion, held on 28-Sep-2015	
	28-Sep-2015	Strategy Discussion, held on 28-Sep-2015	
01-Oct-2015	01-Oct-2015	Missing Status: Missing, Starting on 01-Oct-2015	
	01-Oct-2015	Period of Care, CIN Code: N1, Reason: S - Started to be CLA.	
Merge Down	01-Oct-2015	Started Legal Status, Status: CLA - C2 - Full Care Order Placement Code: U6	
13-Oct-2015	13-Oct-2015	Missing Status: Missing, Ended on 13-Oct-2015	

Add New Chronology Group
Add New Chronology Item
Copy Chronology Items to Siblings
Print Current Chronology
Export Chronology
Export Chronology Bundle
Delete Chronology

Done

115% Desktop 12:21 19/10/2015

By Clicking into the date field you can add a specific heading to the group

http://corp0-app-089:2004/web/view.htm?id=421 Child: EDDTHE DUCK

File Edit View Favorites Tools Help

Home - PROTOCOLICS - ...

Liquidlogic LCS PROTOCOL UAT (2004)

Child: EDDTHE DUCK 1 year 15-Nov-2013 (Ref: 97923-CH) Basic Demographics

CLA MSP R CAFLS LEG

Personal

- Chronology
- Personal
- Additional
- Identity
- Photos
- Risks
- Person Factors
- Relationships
- Involvements
- CIN
- CP
- CLA
- Costs
- History
- Chronology
- Forms
- Documents
- EDM Documents

Chronology

Chronology	Event Date	Event Details	Refer to Relevant Document
ADD ANY TITLE YOU LIKE	28-Sep-2015	Contacted by Unknown Person with contact method: E-Mail (linked to referral)	
	28-Sep-2015	Referral Started by GAIL HALL	
	28-Sep-2015	Started Primary Worker: GAIL HALL	
Merge Down	28-Sep-2015	Strategy Discussion, held on 28-Sep-2015	
	28-Sep-2015	Strategy Discussion, held on 28-Sep-2015	
01-Oct-2015	01-Oct-2015	Missing Status: Missing, Starting on 01-Oct-2015	
	01-Oct-2015	Period of Care, CIN Code: N1, Reason: S - Started to be CLA.	
Merge Down	01-Oct-2015	Started Legal Status, Status: CLA - C2 - Full Care Order Placement Code: U6	
13-Oct-2015	13-Oct-2015	Missing Status: Missing, Ended on 13-Oct-2015	
Merge Down			
14-Oct-2015	14-Oct-2015	I CAN ADD IN HERE ANY INFORMATION I WOULD LIKE DURING THIS PERIOD	STRATEGY MEETING HELD

Add New Chronology Group
Add New Chronology Item
Copy Chronology Items to Siblings
Print Current Chronology
Export Chronology
Export Chronology Bundle
Delete Chronology

Done

115% Desktop 12:30 19/10/2015

9. You can add a new chronology group (the period of dates merged together) to an existing chronology

- Click new chronology group
- Select period you want to cover (to be added) – dates cannot overlap with exiting dates in the chronology.
- Name the group if you wish to and click create

http://corp0-app-089:20004/web/view.htm?id=421 Child: EDDTHE DUCK

File Edit View Favorites Tools Help

Home - PROTOCOLICS - ...

Liquidlogic LCS PROTOCOL UAT (20004)

Child: EDDTHE DUCK 1 year 15-Nov-2013 (Ref: 97923-CH) Basic Demographics

Personal Chronology ADD ANY TITLE YOU

28-Sep-2015 Merge Down 01-Oct-2015 Merge Down 13-Oct-2015 Merge Down 14-Oct-2015

Add New Chronology Group Add New Chronology Item Copy Chronology Items to Siblings Print Current Chronology

Create new Chronology Group

Chronology Date Range Start Date: 15-10-2015 End Date: 19-10-2015 Summarisable Details Date Alias: LATEST INFORMATION

Done

115% Desktop 12:37 19/10/2015

http://corp0-app-089:20004/web/view.htm?id=421 Child: EDDTHE DUCK

File Edit View Favorites Tools Help

Home - PROTOCOLICS - ...

Liquidlogic LCS PROTOCOL UAT (20004)

Child: EDDTHE DUCK 1 year 15-Nov-2013 (Ref: 97923-CH) Basic Demographics

Merge Down 01-Oct-2015 Placement Code: U6

13-Oct-2015 13-Oct-2015 Missing Status: Missing, Ended on 13-Oct-2015

Merge Down 14-Oct-2015 14-Oct-2015 i CAN ADD IN HERE ANY INFORMATION I WOULD LIKE DURING THIS PERIOD STRATEGY MEETING HELD

Merge Down

LATEST INFORMATION

15-Oct-2015 - 19-Oct-2015 Unmerge

Add New Chronology Group
Add New Chronology Item
Copy Chronology Items to Siblings
Print Current Chronology
Export Chronology
Export Chronology Bundle
Delete Chronology

Chronology Audit

http://corp0-app-089:20004/web/view.htm?id=421cbf9aaba398d197923&cls=com.ics.DBPerson#

115% Desktop 12:39 19/10/2015

To add information click add chronology item

10. Updating/amending any of your chronology groups

Double click into the event detail (latest information) and you can add text or amend the text already there or remove any text not needed.

11. Saving your version of a chronology

You should archive your chronology when the case is being transferred or closed in order that your involvement is retained. However, the chronology will still remain in its entirety for anyone else to adapt for the purpose required.

Should you wish to provide a specific type of chronology e.g education, archive the existing chronology, configure the view from history and compose your education chronology, archive this and retrieve your full chronology.

12. Publishing your chronology

You can print your chronology via the link at the bottom of the chronology.

13. Exporting the Chronology to change the format i.e for Court Purposes

Click on the link “export Chronology”

The screenshot shows a Microsoft Internet Explorer window displaying the Liquidlogic LCS PROTOCOL TRAIN (20108) application. The title bar reads "Child: IUCY ROBERTS - Microsoft Internet Explorer provided by Telford & Wrekin Council-Bloxx". The address bar shows the URL "http://corp0-app-089:20108/web/view.htm?id=6df0b3562eb84b9f57&cls=com.ics.DBPerson". The main content area displays a child's profile: "Child: IUCY ROBERTS 2 years 01-Jan-2012 (Ref: 57-CH)". Below the profile, there is a table showing a timeline of events:

Date	Event Details	Description
28-Feb-2013	Merge Down	Children's Social Care: Period of Care Ended - Period of Care Ended, CIN Code: N1, End Reason: E43
		Children's Social Care: Form Completion - Child/Young Person's Plan, by Train 11
		Children's Social Care: Form Completion - Child/Young Person's Plan (part 1), by Train 11
		Placements: Placement Completed - End of Placement: Q2
		Relationships: New Relationship - New Relationship (Mother) MARY ROBERTS
		Relationships: Relation Address Change - End of Address for (Brother) IUIKE ROBERTS - Placement: 1 Long lane
		Relationships: New Relationship - New Relationship (Brother) IUIKE ROBERTS
		Relationships: Relationship Ended - End of Relationship (Foster Carer) MARY POPPINS

Below the table, there is a section titled "EXTRA INFORMATION TO ADD" with the date "12-Jan-2014" and the text "I CAN ADD NEW INFORMATION HERE". At the bottom of the page, there is a menu with links: "Add New Chronology Group", "Add New Chronology Item", "Copy Chronology Items to Siblings", "Print Current Chronology", "Export Chronology", "Export Chronology Bundle", and "Delete Chronology".

In document details you can add the heading of the court date and type of hearing.

Create New Document for Child: LUCY ROBERTS - Microsoft Internet Explorer provided by Telford & Wrekin Council-Bloxx

File Edit View Favorites Tools Help

Favorites Create New Document for Child: LUCY ROBERTS

Liquidlogic LCS PROTOCOL TRAIN (20108) Home Help Menu System Find

Create Cancel - Create New Document for Child: LUCY ROBERTS

New Document

● Document Details

Document Type Court Document version of Chronology

Date 11-08-2014

Notes Add here

Click create and add any relevant information – but if created within the “Alice” document this does not need completing.

Document - Court Document version of Chronology, 11-Aug-2014 - Microsoft Internet Explorer provided by Telford & Wrekin Council

File Edit View Favorites Tools Help

Favorites Document - Court Document version of Chronology, 1...

Liquidlogic LCS PROTOCOL TRAIN (20108)

Child: IUCY ROBERTS 2 years 01-Jan-2012 (Ref: 57-CH) CLA CIN R

Home Help Menu System Find TINA PAR

Document - Court

Details

Audit

Document Type Court Document version of Chronology
Date 11-Aug-2014
Editor TINA PARRY - ICS
Status Draft
File File not found.
Document Number 345

▶ Update Details
▶ Delete Draft Document
▶ Complete Document

● Document Details

● Edit Locally

▶ Upload Document

RTF Generator

The following information is required in the document
Once you have entered the information,
please click on the Create Document Link

Court Date
Court Name
Court Case Number
Applicant
First Respondent
Second Respondent
Third Respondent

▶ Create Document

● Subject

▶ Child: IUCY ROBERTS

● Notes / Comments

Notes Add here

● Access Control

Restrictions **None Selected**
▶ Specify Access and Restrictions
▶ Administrative Actions

● Notification

Notification **None Selected**
▶ Update Notifications
▶ Notify Involved Professionals

Create and download a document

Document - Court Document version of Chronology, 11-Aug-2014 - Microsoft Internet Explorer provided by Telford & Wrekin Council

File Edit View Favorites Tools Help

Favorites Connecting...

Liquidlogic LCS PROTOCOL TRAIN (20108)

Child: LUCY ROBERTS 2 years 01-Jan-2012 (Ref: 57-CH) CLA CIN R Document - Court

Details ● Document Details

Audit Document Type Court Document version of Chronology
Date 11-Aug-2014
Editor TINA PARRY - ICS
Status Draft
File .rtf 178 KB
Document Number 345

▶ Update Details
▶ Delete Draft Document
▶ Complete Document

● Edit Locally

▶ Download Document
▶ Upload Document

● Document

▶ Edit the Document

● Subject

▶ Child: LUCY ROBERTS

File Download

Do you want to open or save this file?

Name: 345.rtf
Type: Rich Text Format, 178KB
From: corp0-app-089

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

▶ Update Notifications
▶ Notify Involved Professionals

You will then view a document

Before the Court on .

In the matter of *The Children Act 1989.*

And in the matter of *LUCY ROBERTS*, date of birth 01-Jan-2012

Between:

Applicant

and

First respondent

Serial No.	Date	Detail of Significant Event	Outcome	Witness or document reference
1 68	01-Jan-19	Relationships: Relation Address Change - Change of Address for (Foster Carer) MARY POPPINS - Primary Address: 1 Long lane	YOU CAN ADD, DELETE OR EDIT ANYTHING WHEN YOU ARE IN THIS DOCUMENT	
2 68	01-Jan-19	Relationships: Birth in Family - Birth of (Foster Carer) MARY POPPINS		
3 983	15-Feb-1	Relationships: Relation Address Change - Change of Address for (Mother) MARY ROBERTS - Primary Address:		

Page: 1 of 6 Words: 715 English (U.K.)

Start Document - Court ... Inbox - Microsoft ... Document1 - Micro... Document2 - Micro... Document3 - Micro... 345[1] [Compat...

You can add, amend or delete from the document and change the headings. Close the document when completed – go to documents on Protocol and your chronology will be there. Click into the document type, add notes (these will help you identify a particular document) then complete the document. Once you have completed the document this will no longer be editable.