

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

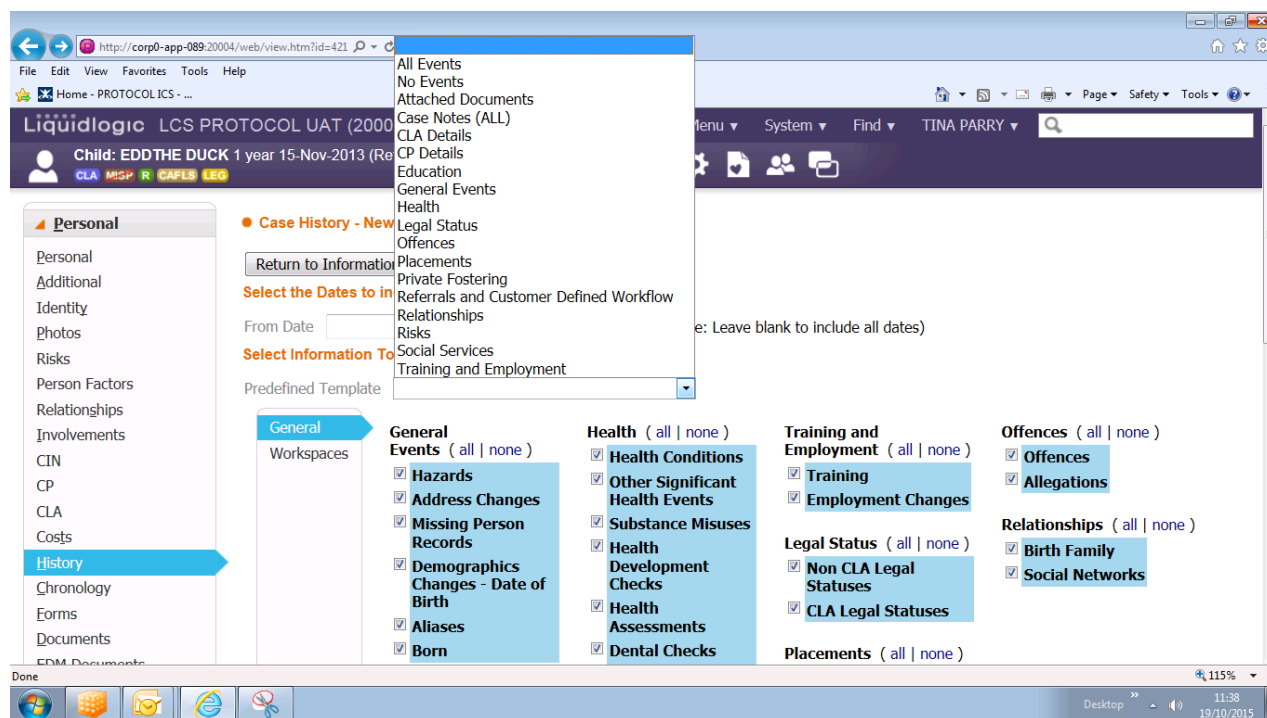
Chronologies can be developed by:

- 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

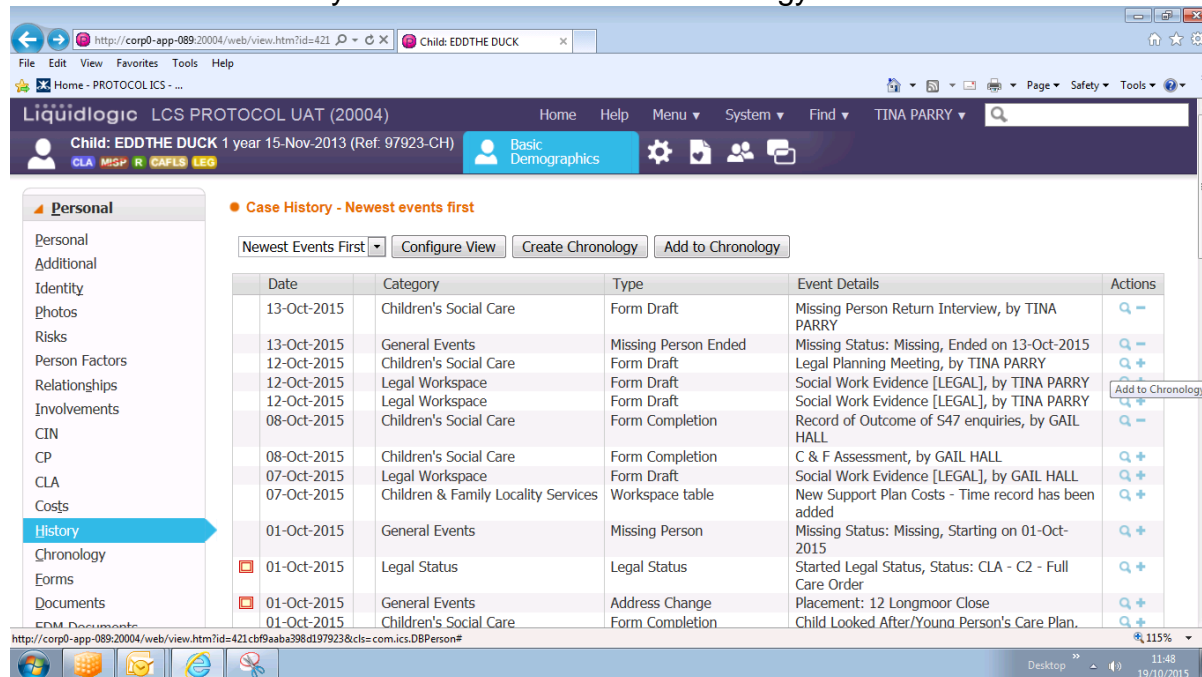
- Click the configure view button
- Click the check boxes you want
- Enter a from and until date if you only want a specific date range
- Click return to information view to display the filtered history



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



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.

Finalise Create Create and Close Close - Update: Case Note for DUCK, EDDTHE (1 year)

New Case Note for DUCK, EDDTHE (1 year)

● Part 1 - Contact

From Context Of DUCK, EDDTHE (1 year)

Contact Date 12-Oct-2015

Time 10:00

Type of Contact Child – Missing Return Interview

☐ Significant Event

☒ Add to Chronology

Contact Regarding

Relation	Name	Age	At Contact	Interviewed?	Seen?	Alone?	Bedroom?	Regarding Assessment
Children / Young People involved in this Case Note								
Self	EDDTHE DUCK	1 yr 11 mths						None
Adults also present / interviewed								
No Adults recorded...								
Other relations you can add to this case note								

Done

11:55 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).

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
JOURNEY OF THE CHILD SINCE REFERRAL 01-Jan-2000 - 31-Aug-2014 Unmerge	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

8. Merging Periods of time in the chronology

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

Personal

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- CIN
- CP
- CLA
- Costs
- History
- Chronology**
- Forms
- Documents
- EDM Documents

Chronology

Chronology	Event Date	Event Details	Refer to Relevant Document
28-Sep-2015 Merge Down	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	
	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 Unmerge	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.	
	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](#)

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

Basic Demographics

Personal

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	
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01-Oct-2015	01-Oct-2015	Missing Status: Missing, Starting on 01-Oct-2015	
Merge Down	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	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](#)

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

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

Basic Demographics

Personal

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)	
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	01-Oct-2015	Missing Status: Missing, Starting on 01-Oct-2015	
Merge Down	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	13-Oct-2015	Missing Status: Missing, Ended on 13-Oct-2015	
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](#)

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) Home Help Menu System Find TINA PARRY

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

Personal Chronology

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

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

Refer to Relevant Document

Method: E-Mail (linked to referral)

ed to be CLA.
e Order

LD LIKE DURING THIS PERIOD STRATEGY MEETING HELD

Done

Desktop 12:37 19/10/2015

Create new Chronology Group

Create Cancel

Chronology

Date Range

Start Date 15-10-2015

End Date 19-10-2015

Summarisable Details

Date Alias LATEST INFORMATION

Create Cancel

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) Home Help Menu System Find TINA PARRY

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

CIN
CP
CLA
Costs
History
Chronology
Forms
Documents
EDM Documents
Case Notes
Restricted Access
Audit

Health
Education
Legal
Cohesion Service
Children's Specialist Service

13-Oct-2015
Merge Down

14-Oct-2015
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

Placement Code: U6

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

i CAN ADD IN HERE ANY INFORMATION I WOULD LIKE DURING THIS PERIOD STRATEGY MEETING HELD

Chronology Audit

http://corp0-app-089:20004/web/view.htm?id=421cbf9aaba398d197923&cls=com.ics.D6Person#

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”

Child: IUCY ROBERTS - Microsoft Internet Explorer provided by Telford & Wrekin Council-Bloxx

http://corp0-app-089:20108/web/view.htm?id=6df0b3562eb84b9f57&cls=com.ics.DBPerson

File Edit View Favorites Tools Help

Child: IUCY ROBERTS

Liquidlogic LCS PROTOCOL TRAIN (20108)

Home Help Menu System Find

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

Basic Demographics

Merge Down	28-Feb-2013	Children's Social Care: Form Completion - Child Looked After Young Person's Care Plan (part 1), by Train 11
28-Feb-2013	28-Feb-2013	Children's Social Care: Period of Care Ended - Period of Care Ended, CIN Code: N1, End Reason: E43
Merge Down	28-Feb-2013	Children's Social Care: Form Completion - Child/Young Person's Plan, by Train 11
	28-Feb-2013	Children's Social Care: Form Completion - Child/Young Person's Plan (part 1), by Train 11
	28-Feb-2013	Placements: Placement Completed - End of Placement: Q2
	28-Feb-2013	Relationships: New Relationship - New Relationship (Mother) MARY ROBERTS
	28-Feb-2013	Relationships: Relation Address Change - End of Address for (Brother) LUKE ROBERTS - Placement: 1 Long lane
	28-Feb-2013	Relationships: New Relationship - New Relationship (Brother) LUKE ROBERTS
	28-Feb-2013	Relationships: Relationship Ended - End of Relationship (Foster Carer) MARY POPPINS
EXTRA INFORMATION TO ADD	12-Jan-2014	I CAN ADD NEW INFORMATION HERE

04-Jan-2014 - 14-Jan-2014
Unmerge

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

http://corp0-app-089:20108/web/new.htm?id=9a4b3913b3b95de00-11B-147C5162BCA

File Edit View Favorites Tools Help

★ Favorites Create New Document for Child: LUCY ROBERTS

Liqidlogic 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

http://corp0-app-089:20108/web/view.htm?id=39b0c99a6fe3abeb345&cls=com.liquidlogic.docman.DMDocument

File Edit View Favorites Tools Help

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

Liqidlogic LCS PROTOCOL TRAIN (20108) Home Help Menu System Find TINA PAR

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

Document - Court

Details

Audit

Document Details

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

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

http://corp0-app-089:20108/web/view.htm?id=39b0c99a6fe3abeb345&cls=com.liquidlogic.docman.DMDocument

File Edit View Favorites Tools Help

★ Favorites Connecting...

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

Child: **IUCY ROBERTS** 2 years 01-Jan-2012 (Ref: 57-CH)      Document - Court

Details

Audit

● **Document Details**

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: [IUCY ROBERTS](#)


File Download

Do you want to open or save this file?

 Name: 345.rtf

Type: Rich Text Format, 178KB

From: **corp0-app-089**

 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 UCY 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	01-Jan-1968	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	01-Jan-1968	Relationships: Birth in Family - Birth of (Foster Carer) MARY POPPINS		
3	15-Feb-1983	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.