**GUIDANCE FOR COMPLETION OF CHRONOLOGIES**

**Definition and purpose**:

* A list in date order of all the major changes and events in a person’s life.
* A chronology seeks to give a clear account of all significant events in a person’s life to date, drawing upon the knowledge and information held by agencies involved.

In relation to adult safeguarding a chronology can help review practice through reading case records held by services. Chronologies have equal relevance in safeguarding adults’ investigations and will inform the findings, recommendations and learning outcomes. Chronologies will assist in risk management and can be single or multi-agency basis. It will support and bring together issues identified by different agencies which can help identify patterns of behaviour.

**Key points**

The following key characteristics in relation to safeguarding adults should be considered:

* It should be a useful tool, but not time consuming.
* It is not an investigation but part of an investigation.
* It is a working tool and not an end in itself.
* It is detailed enough but does not substitute for recording in the file.
* It is reviewed and analysed.

**Core elements of a chronology**

* Key dates
* Facts such as safeguarding concerns, transitions, life changes
* Key professional interventions or actions that were taken
* Brief note of an event but enough information for the entry to make sense. i.e. “? Behaved inappropriately” does not have the detail. It should not contain repeat notes of the case recording.
* Information should be relevant and proportionate to the investigation.
* Analysis or comments which may need further exploration.

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| Person completing the chronology |  | Date completed |  |
| **Date** | **Source of Information**i.e. Swift/Police etc | **Significant Event**Brief description/summary.  | **Action Taken**This may be monitoring, reported, intervention etc | **Comments for Analysis**Use this to refer back to when completing the report | **Event Code**This can include a traffic light system.Red for negative outcomesAmber for significant eventsGreen for positive practice |
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