

Chronologies: a child's life Guide for practice

1. What is a Chronology?

A chronology is a summarised list, in date order, of key events in each child's life. Significant events which impact upon the child's safety, circumstances, home environment or welfare should be captured in chronology. Chronology is not a running record of detailed record of every day events. It is not an assessment, but chronology needs to be considered when assessing and planning. Chronology is not an end in itself, but rather an analytical tool which professionals can use to help understand what has and is happening in the child/young adult's life currently and in the past. All children and families we work with will have an ongoing chronology.

2. Why?

- It is a thoughtful developing document which enables us to see the current/historical situation quickly
- Enables us to understand a family by its history and to see patterns/cycles
- · Highlights significant changes for a child
- Highlights multi-agency interventions
- An accurate chronology can assist the process of assessment and review
- Chronologies support the early identification and likelihood of risks
- Chronologies assist with evidencing the impact/success/failure of support interventions as well as patterns of resilience or coping strategy patterns
- Chronology entries can be used to provide evidence in Court statements

3. What to include?

The table below indicates what might feature in a chronology:

Key dates of birth, life events and moves	Key facts	Key social care/multi-agency interventions
Birth of brother/sister	Significant dangerous event leading to assessment / intervention	Previous social care intervention including contacts/referrals
Significant change to routine such as clubs, community resources		Allocation of practitioners to work with child/family
Difficulties with neighbours or community including racism/discrimination		Changes in GP/surgeries
Significant health events including disability, illness, MH issues, A&Es, missed appointments	Events leading to s47 investigations/ outcomes	Child protection plan(s) starting and ceasing
Changes in carer (parent, family, residential carer etc.) or adults in the household including separation or divorce	Allegations and outcomes	Becoming or ceasing to be looked after, and why
School moves (and why)	Domestic abuse incidents and actions	Changes in legal status, impact on child

Bereavements	Offending behaviours (parental, sibling, extended family, the child), or court involvement	Start and end of care proceedings
House or placement moves with addresses	Significant school issues, exclusion, training or employment events	Periods of support including over night support
Exam results or other significant achievements, awards	Child/young person communication patterns including behavioural communications and triggers	Child/family patterns of strengths including resilience, coping strategies or seeking help
Progress/celebration it8n the child's life		Significant observations such as regular visitors to home, damage to property,
Becoming 18 years old		
Emigration/immigration		

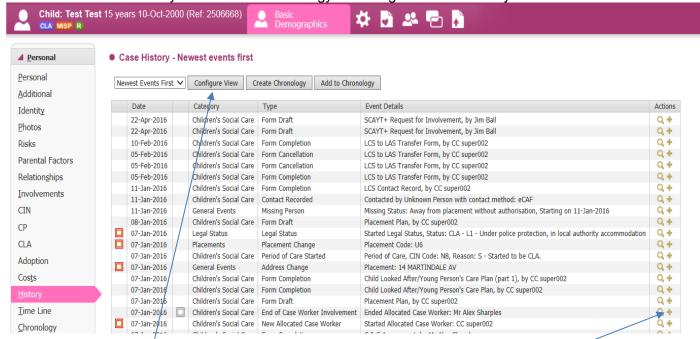
The above list is not exhaustive nor does every item listed have to be included. Professional judgement must be exercised, based upon the child and family's individual circumstances.

4. Practice requirements:

- Information can be added retrospectively
- Individual names written should include the relationship to the child
- Entries should be as short as possible; ideally less than 2 lines
- It is important not to over record in the chronology where the entry has little significance. For example, state how many visits were attended rather than recording every visit separately
- A simple test is that the chronology should not confuse or mislead in assisting with a clear understanding of the case
- When the chronology has been completed it should be checked to ensure that crucial events have not been omitted
- Practitioners as part of their assessing and planning will involve the child or young person and his or her family in the process of completing the chronology

5. How to create a Chronology in Liquidlogic:

The information to assist you to build a chronology is managed via the 'history' tab:

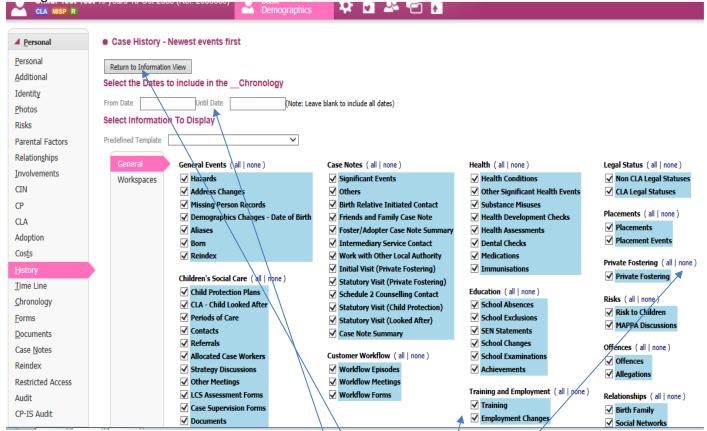


From here, you can filter out (or in) items you do not wish to include in your chronology.

You can do this in 2 ways:

- 1 Manually add entries to the chronology using the '+' symbol next to the entry. This is useful when the case history is short but can be a lengthy task if your history extends over several pages.
- 2 Use the 'configure view' option to remove unwanted entries.

Configure View:



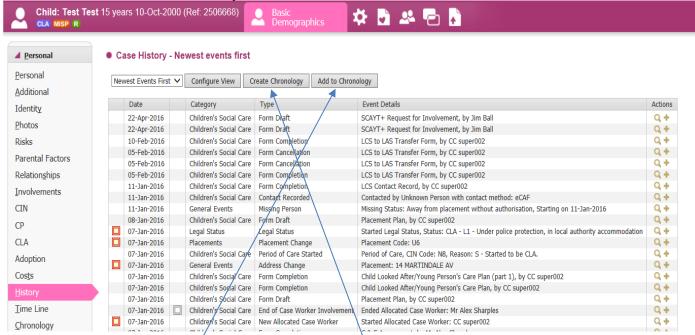
From 'configure view' you can de-select entire areas of the history choosing 'none'.

Or you can de-select each item by choosing which type of event to untick.

There is also an option to include items in a given timescale

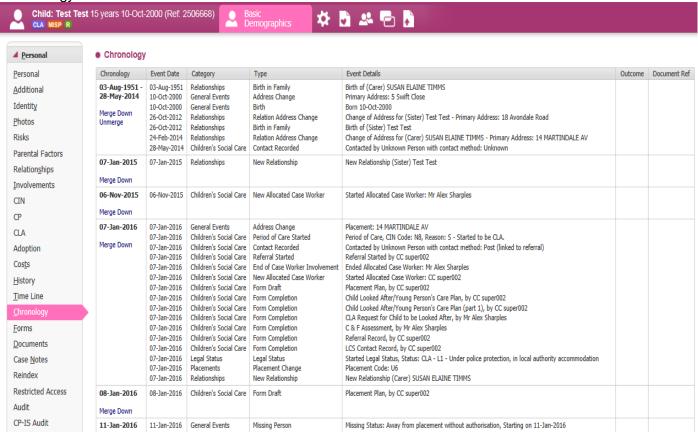
Once you have chosen the content you need 'return to information view'.

You will be taken back to the History Tab:



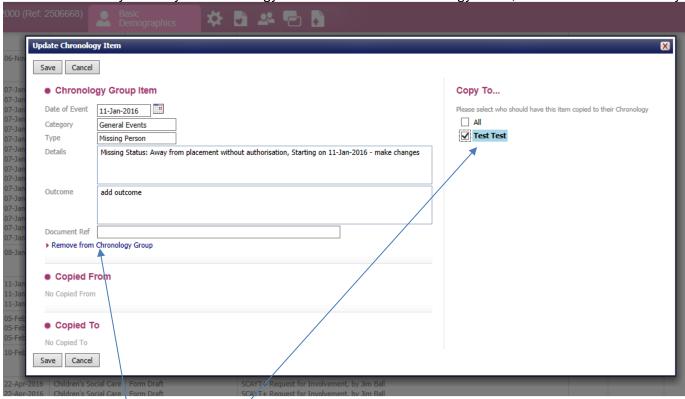
If you are creating a new chronology then use 'create chronology', if you are adding to your existing chronology use 'add to chronology'. Once you have done this all the events you have chosen will be visible in the 'chronology tab'.

Chronology Tab:



You now have the framework of significant events held on Liquidlogic to help you to build your chronology. At this point you can use the merge down function (the picture above shows you an example where some dates have been merged to create periods of intervention).

You are now ready to edit your chronology. To edit individual chronology items, click on the desired entry:

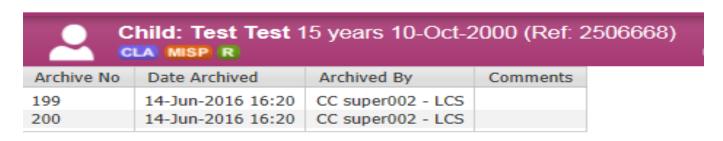


Make the required changes so that each item on the chronology is clear and succinct and add to any sibling records, if required using the 'copy to' option. If you find that you do not need the entry, then you can simply 'remove from the chronology'.

IMPORTANT: You must use the Chronology Archive to SAVE your Chronology:



If the chronology is not archived, when a new one is created it will over-write the existing one and you will lose all your hard work. Once archived, the previous 'versions' will be retained in the archive and can be retrieved.



6. Marking Case Notes as 'Significant Events' for Chronology Use in Liquid Logic:

Marking case notes of significant events as 'significant' is a useful function and can save you time when you want to create or add to your existing chronology.

To mark a case note as 'significant' simply tick the 'significant event' box.

IMPORTANT NOTE: The data entered into the 'Reason for Contact' box will populate the 'event details' in the chronology, so pay close attention to how you word this when you are creating a case note to save you valuable editing time later.

Remember entries on a chronology should:

- Be brief and succinct, for example 'Scott transferred to xxxxx School';
- Specify the date of the event, source of the information and date information received;
- Contain factual information or be clearly specified as unsubstantiated;
- Be in neutral language, suitable for professionals and family members to read;
- Include all relevant information even if it seems contradictory;
- Specify the full name and job title of the persons mentioned in the entry.
- P.S. The 'reason for contact' also shows on the main 'case note' page which is another good reason for keeping it clear and succinct.

New Case Note for Test, Test (15 years), of type Statutory Visit (Looked After) Part 1 - Contact From Context Of Contact Date Type of Contact Statutory Visit (Looked After) Significant Event

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