

## 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:

<b>Key dates of birth, life events and moves</b>	<b>Key facts</b>	<b>Key social care/multi-agency interventions</b>
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 in 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:

The screenshot shows the 'History' tab in the Liquidlogic interface. The top header bar is purple and contains the child's name 'Test Test 15 years 10-Oct-2000 (Ref: 2506668)', a 'Basic Demographics' button, and several icons. Below the header, the left sidebar shows a list of tabs: Personal, Additional, Identity, Photos, Risks, Parental Factors, Relationships, Involvements, CIN, CP, CLA, Adoption, Costs, History (highlighted in pink), Time Line, and Chronology. The main content area is titled 'Case History - Newest events first' and contains a table of events. Above the table are three buttons: 'Newest Events First' (a dropdown menu), 'Configure View', and 'Create Chronology'. To the right of the table is an 'Add to Chronology' button. The table has columns for Date, Category, Type, Event Details, and Actions. The 'Actions' column contains a magnifying glass icon and a plus sign icon. A blue arrow points from the text 'From here, you can filter out (or in) items you do not wish to include in your chronology.' to the 'Configure View' button. Another blue arrow points from the text 'You can do this in 2 ways:' to the list of events. A third blue arrow points from the text '1 - Manually add entries to the chronology using the '+' symbol next to the entry.' to the plus sign icon in the 'Actions' column of the first row. A fourth blue arrow points from the text '2 - Use the 'configure view' option to remove unwanted entries.' to the 'Configure View' button.

Child: Test Test 15 years 10-Oct-2000 (Ref: 2506668) Basic Demographics

Personal

Case History - Newest events first

Newest Events First Configure View Create Chronology Add to Chronology

Date	Category	Type	Event Details	Actions
22-Apr-2016	Children's Social Care	Form Draft	SCAYT+ Request for Involvement, by Jim Ball	Q +
22-Apr-2016	Children's Social Care	Form Draft	SCAYT+ Request for Involvement, by Jim Ball	Q +
10-Feb-2016	Children's Social Care	Form Completion	LCS to LAS Transfer Form, by CC super002	Q +
05-Feb-2016	Children's Social Care	Form Cancellation	LCS to LAS Transfer Form, by CC super002	Q +
05-Feb-2016	Children's Social Care	Form Cancellation	LCS to LAS Transfer Form, by CC super002	Q +
05-Feb-2016	Children's Social Care	Form Completion	LCS to LAS Transfer Form, by CC super002	Q +
11-Jan-2016	Children's Social Care	Form Completion	LCS Contact Record, by CC super002	Q +
11-Jan-2016	Children's Social Care	Contact Recorded	Contacted by Unknown Person with contact method: eCAF	Q +
11-Jan-2016	General Events	Missing Person	Missing Status: Away from placement without authorisation, Starting on 11-Jan-2016	Q +
08-Jan-2016	Children's Social Care	Form Draft	Placement Plan, by CC super002	Q +
07-Jan-2016	Legal Status	Legal Status	Started Legal Status, Status: CLA - L1 - Under police protection, in local authority accommodation	Q +
07-Jan-2016	Placements	Placement Change	Placement Code: U6	Q +
07-Jan-2016	Children's Social Care	Period of Care Started	Period of Care, CIN Code: N8, Reason: S - Started to be CLA.	Q +
07-Jan-2016	General Events	Address Change	Placement: 14 MARTINDALE AV	Q +
07-Jan-2016	Children's Social Care	Form Completion	Child Looked After/Young Person's Care Plan (part 1), by CC super002	Q +
07-Jan-2016	Children's Social Care	Form Completion	Child Looked After/Young Person's Care Plan, by CC super002	Q +
07-Jan-2016	Children's Social Care	Form Draft	Placement Plan, by CC super002	Q +
07-Jan-2016	Children's Social Care	End of Case Worker Involvement	Ended Allocated Case Worker: Mr Alex Sharples	Q +
07-Jan-2016	Children's Social Care	New Allocated Case Worker	Started Allocated Case Worker: CC super002	Q +

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:

**Case History - Newest events first**

[Return to Information View](#)

**Select the Dates to include in the Chronology**

From Date  Until Date  (Note: Leave blank to include all dates)

**Select Information To Display**

Predefined Template

**General Events** (all | none)

- ☒ Hazards
- ☒ Address Changes
- ☒ Missing Person Records
- ☒ Demographics Changes - Date of Birth
- ☒ Aliases
- ☒ Born
- ☒ Reindex

**Children's Social Care** (all | none)

- ☒ Child Protection Plans
- ☒ CLA - Child Looked After
- ☒ Periods of Care
- ☒ Contacts
- ☒ Referrals
- ☒ Allocated Case Workers
- ☒ Strategy Discussions
- ☒ Other Meetings
- ☒ LCS Assessment Forms
- ☒ Case Supervision Forms
- ☒ Documents

**Case Notes** (all | none)

- ☒ Significant Events
- ☒ Others
- ☒ Birth Relative Initiated Contact
- ☒ Friends and Family Case Note
- ☒ Foster/Adopter Case Note Summary
- ☒ Intermediary Service Contact
- ☒ Work with Other Local Authority
- ☒ Initial Visit (Private Fostering)
- ☒ Statutory Visit (Private Fostering)
- ☒ Schedule 2 Counselling Contact
- ☒ Statutory Visit (Child Protection)
- ☒ Statutory Visit (Looked After)
- ☒ Case Note Summary

**Customer Workflow** (all | none)

- ☒ Workflow Episodes
- ☒ Workflow Meetings
- ☒ Workflow Forms

**Health** (all | none)

- ☒ Health Conditions
- ☒ Other Significant Health Events
- ☒ Substance Misuses
- ☒ Health Development Checks
- ☒ Health Assessments
- ☒ Dental Checks
- ☒ Medications
- ☒ Immunisations

**Education** (all | none)

- ☒ School Absences
- ☒ School Exclusions
- ☒ SEN Statements
- ☒ School Changes
- ☒ School Examinations
- ☒ Achievements

**Training and Employment** (all | none)

- ☒ Training
- ☒ Employment Changes

**Legal Status** (all | none)

- ☒ Non CLA Legal Statuses
- ☒ CLA Legal Statuses

**Placements** (all | none)

- ☒ Placements
- ☒ Placement Events

**Private Fostering** (all | none)

- ☒ Private Fostering

**Risks** (all | none)

- ☒ Risk to Children
- ☒ MAPPA Discussions

**Offences** (all | none)

- ☒ Offences
- ☒ Allegations

**Relationships** (all | none)

- ☒ Birth Family
- ☒ Social Networks

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:

**Child: Test Test 15 years 10-Oct-2000 (Ref: 2506668)**  
 CLA MSP R

Basic Demographics

**Personal**

- Personal
- Additional
- Identity
- Photos
- Risks
- Parental Factors
- Relationships
- Involvements
- CIN
- CP
- CLA
- Adoption
- Costs
- History**
- Time Line
- Chronology

**Case History - Newest events first**

Newest Events First
 

Configure View
 Create Chronology
 Add to Chronology

Date	Category	Type	Event Details	Actions
22-Apr-2016	Children's Social Care	Form Draft	SCAYT+ Request for Involvement, by Jim Ball	Q +
22-Apr-2016	Children's Social Care	Form Draft	SCAYT+ Request for Involvement, by Jim Ball	Q +
10-Feb-2016	Children's Social Care	Form Completion	LCS to LAS Transfer Form, by CC super002	Q +
05-Feb-2016	Children's Social Care	Form Cancellation	LCS to LAS Transfer Form, by CC super002	Q +
05-Feb-2016	Children's Social Care	Form Cancellation	LCS to LAS Transfer Form, by CC super002	Q +
05-Feb-2016	Children's Social Care	Form Completion	LCS to LAS Transfer Form, by CC super002	Q +
11-Jan-2016	Children's Social Care	Form Completion	LCS Contact Record, by CC super002	Q +
11-Jan-2016	Children's Social Care	Contact Recorded	Contacted by Unknown Person with contact method: eCAF	Q +
11-Jan-2016	General Events	Missing Person	Missing Status: Away from placement without authorisation, Starting on 11-Jan-2016	Q +
08-Jan-2016	Children's Social Care	Form Draft	Placement Plan, by CC super002	Q +
07-Jan-2016	Legal Status	Legal Status	Started Legal Status, Status: CLA - L1 - Under police protection, in local authority accommodation	Q +
07-Jan-2016	Placements	Placement Change	Placement Code: U6	Q +
07-Jan-2016	Children's Social Care	Period of Care Started	Period of Care, CIN Code: N8, Reason: S - Started to be CLA.	Q +
07-Jan-2016	General Events	Address Change	Placement: 14 MARTINDALE AV	Q +
07-Jan-2016	Children's Social Care	Form Completion	Child Looked After/Young Person's Care Plan (part 1), by CC super002	Q +
07-Jan-2016	Children's Social Care	Form Completion	Child Looked After/Young Person's Care Plan, by CC super002	Q +
07-Jan-2016	Children's Social Care	Form Draft	Placement Plan, by CC super002	Q +
07-Jan-2016	Children's Social Care	End of Case Worker Involvement	Ended Allocated Case Worker: Mr Alex Sharples	Q +
07-Jan-2016	Children's Social Care	New Allocated Case Worker	Started Allocated Case Worker: CC super002	Q +

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:

**Child: Test Test 15 years 10-Oct-2000 (Ref: 2506668)**  
 CLA MSP R

Basic Demographics

**Personal**

- Personal
- Additional
- Identity
- Photos
- Risks
- Parental Factors
- Relationships
- Involvements
- CIN
- CP
- CLA
- Adoption
- Costs
- History
- Time Line
- Chronology**
- Forms
- Documents
- Case Notes
- Reindex
- Restricted Access
- Audit
- CP-IS Audit

**Chronology**

Chronology	Event Date	Category	Type	Event Details	Outcome	Document Ref
<b>03-Aug-1951 - 28-May-2014</b> Merge Down Unmerge	03-Aug-1951	Relationships	Birth in Family	Birth of (Carer) SUSAN ELAINE TIMMS		
	10-Oct-2000	General Events	Address Change	Primary Address: 5 Swift Close		
	10-Oct-2000	General Events	Birth	Born 10-Oct-2000		
	26-Oct-2012	Relationships	Relation Address Change	Change of Address for (Sister) Test Test - Primary Address: 18 Avondale Road		
	26-Oct-2012	Relationships	Birth in Family	Birth of (Sister) Test Test		
<b>07-Jan-2015</b> Merge Down	24-Feb-2014	Relationships	Relation Address Change	Change of Address for (Carer) SUSAN ELAINE TIMMS - Primary Address: 14 MARTINDALE AV		
	28-May-2014	Children's Social Care	Contact Recorded	Contacted by Unknown Person with contact method: Unknown		
<b>06-Nov-2015</b> Merge Down	07-Jan-2015	Relationships	New Relationship	New Relationship (Sister) Test Test		
	06-Nov-2015	Children's Social Care	New Allocated Case Worker	Started Allocated Case Worker: Mr Alex Sharples		
<b>07-Jan-2016</b> Merge Down	07-Jan-2016	General Events	Address Change	Placement: 14 MARTINDALE AV		
	07-Jan-2016	Children's Social Care	Period of Care Started	Period of Care, CIN Code: N8, Reason: S - Started to be CLA.		
	07-Jan-2016	Children's Social Care	Contact Recorded	Contacted by Unknown Person with contact method: Post (linked to referral)		
	07-Jan-2016	Children's Social Care	Referral Started	Referral Started by CC super002		
	07-Jan-2016	Children's Social Care	End of Case Worker Involvement	Ended Allocated Case Worker: Mr Alex Sharples		
	07-Jan-2016	Children's Social Care	New Allocated Case Worker	Started Allocated Case Worker: CC super002		
	07-Jan-2016	Children's Social Care	Form Draft	Placement Plan, by CC super002		
	07-Jan-2016	Children's Social Care	Form Completion	Child Looked After/Young Person's Care Plan, by CC super002		
	07-Jan-2016	Children's Social Care	Form Completion	Child Looked After/Young Person's Care Plan (part 1), by CC super002		
	07-Jan-2016	Children's Social Care	Form Completion	CLA Request for Child to be Looked After, by Mr Alex Sharples		
	07-Jan-2016	Children's Social Care	Form Completion	C & F Assessment, by Mr Alex Sharples		
	07-Jan-2016	Children's Social Care	Form Completion	Referral Record, by CC super002		
	07-Jan-2016	Children's Social Care	Form Completion	LCS Contact Record, by CC super002		
	07-Jan-2016	Legal Status	Legal Status	Started Legal Status, Status: CLA - L1 - Under police protection, in local authority accommodation		
<b>08-Jan-2016</b> Merge Down	07-Jan-2016	Placements	Placement Change	Placement Code: U6		
	07-Jan-2016	Relationships	New Relationship	New Relationship (Carer) SUSAN ELAINE TIMMS		
<b>11-Jan-2016</b>	08-Jan-2016	Children's Social Care	Form Draft	Placement Plan, by CC super002		
	11-Jan-2016	General Events	Missing Person	Missing Status: Away from placement without authorisation, Starting on 11-Jan-2016		

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:

**Update Chronology Item**

Save Cancel

**Chronology Group Item**

Date of Event: 11-Jan-2016

Category: General Events

Type: Missing Person

Details: Missing Status: Away from placement without authorisation, Starting on 11-Jan-2016 - make changes

Outcome: add outcome

Document Ref:

Remove from Chronology Group

**Copied From**

No Copied From

**Copied To**

No Copied To

Copy To...

Please select who should have this item copied to their Chronology

☐ All

☒ Test Test

Save Cancel

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:

### Chronology Archive

Add Current Chronology to Archive:

Archive

Retrieve Archived Chronology:

Retrieve Archive

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.

Child: Test Test 15 years 10-Oct-2000 (Ref: 2506668)			
Archive No	Date Archived	Archived By	Comments
199	14-Jun-2016 16:20	CC super002 - LCS	
200	14-Jun-2016 16:20	CC super002 - LCS	

## 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	Test, Test (15 years)
Contact Date	<input type="text" value="now"/> 
Type of Contact	<input type="text" value="Statutory Visit (Looked After)"/> ▼
	<input checked="" type="checkbox"/> <b>Significant Event</b>

Updated: March 2022