

Multi Agency Chronology Guidance to support the QA and Case Review Process

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| Author: N Kingham  | Previous Version: April 2019 | Review Date: September 2026 |

**INTRODUCTION**

This guidance has been developed to support all those involved in completing chronologies in relation to the Cwm Taf Morgannwg Safeguarding Board's multi agency processes for safeguarding children and adults. This guidance specifically relates to the completion of multi-agency chronologies in relation to:

* Individual Case Audits
* Child Practice Reviews
* Adult Practice Reviews
* Multi Agency Practitioner Forums

**WHAT IS A CHRONOLOGY?**

***A chronology is not a list of everything recorded on a person’s file. It is important that a chronology is not a repeat of the records you hold for this child/adult/family, it should include significant events only.***

A chronology should provide a clear account of all **significant events** within the agreed time frame of the audit or review that are of **key importance** in understanding the case. This involves drawing on the knowledge and information held by each agency involved with the child/adult and family.

The chronology must only include significant events that are in the agreed time frame of the audit or review. It should be succinct and should not replicate existing case notes or records

**PRINCIPLES**

A chronology:

* Is based on a study of recorded information
* Provides a concise, factual record of significant events/information in the subject’s life;
* Summarises actions and outcomes relating to significant events;
* Provides an important analysis of the actions taken in order to generate learning
* Helps to understand the impact of events on the person;

**WHAT IS A SIGNIFICANT EVENT?**

A significant event is anything that has a significantly positive or negative impact on the person, their safety, circumstances or home environment.

Each event should have an action or an outcome that has had a significant impact on the person. It is not sufficient only to record dates of meetings, visits etc. When reading a chronology there should be no apparent gaps in information.

It is important to note that what might be a key event in one person’s life, such as a period of good health or good school attendance after a long period of absence or exclusion, will not even be relevant to another person. In this respect agencies are asked to use their professional judgement in completing the chronologies.

**HOW TO COMPLETE A CHRONOLOGY**

In order to assist the compiling of different agencies information, the attached template (Appendix 1) has been developed and partially completed to demonstrate what an effective chronology should contain.

**The format explained**

**Column 1:** Date (and time if relevant) in **DD/MM/YYYY** format

**Column 2:** Source – **the name of the agency or department involved**

**Column 3:** Significant event – as defined above, clearly, but succinctly, explain the event that took place

**Column 4:** Action Taken – clearly explain what action was taken in response to the significant event and what the outcomes were.

**Column 5:** Analysis - this is fundamental to the completion of the chronology. It should include a summary of the agency's view on the appropriateness of the action taken, whether there was any good practice, missed opportunities, whether the voice of the person was considered and whether the agency complied with their own policies (and if not why not).

Appendix 2 provides a good example of a chronology used to complete a case audit.

**HINTS AND TIPS**

Be mindful of the reader, therefore limit the use of acronyms

When entries mention individual members of staff it is good practice to use job titles rather than names

When entries mention individuals it is good practice to use initials rather than ‘mum’ or ‘dad’

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| **APPENDIX 1 - PRACTICE REVIEW CHRONOLOGY** |
|  |  | **SUBJECT NAME** |  |  |
| **Time Period Covered:** |
|  **Completed by: Date: Version:** |
|   |   |   |   |   |
| **Date**  | **Source** | **Significant Event** | **Action Taken** | **Analysis** |
| *01/01/18* | *SWP* | *A drugs search warrant was executed at (address). The officers found the house to be in a poor state of repair and waste was visible throughout the house.* | *The officers concluded that it was not a safe place for the children to live and therefore took out a PPP and removed the children.* *The Social Services Emergency Duty Team was contacted and a PPN was submitted.* | *Positive action was taken in respect of the obtaining a PPP and removing the children.* |
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**APPENDIX 2 - CASE AUDIT CHRONOLOGY**

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| **DATE** | **SIGNIFICANT EVENT** | **WHAT WAS THE ACTION?** | **WHAT WAS THE OUTCOME?** |
| 21/2/17 | C was made subject of a 6 month Referral Order for 2 offences of Assault and 2 offences of Assault Police Officer.  | Intervention Plan put in place | Further offences were committed |
| 10/5/17 | C’s mother confirms that c is at her home and he can stay on a short term basis. Welfare check requested for Police.  | YOS Police confirm that checks have been undertaken | C is safe and well |
| 11/5/17 | Discussions with Town P YOS | Cwm Taf YOS requested that Town P YOS undertake weekly contacts  | Contacts agreed |
| 27//5/17 | C's mother reports that C has been having abusive calls from his father. She is concerned that this is impacting upon C’s emotional health | Referral made by Town P YOS to local MASH | C agreed to work with clinical psychologist and will have assessment re self-harming  |
| 6/6/17 | C self-harms after difficult telephone conversation with his father | Taken to A & E by H | No referral to CAMHS |
| 23/6/17 | Decision made that C will return to Wales. He cannot return home because of allegations he has made | Placement sought | C placed in Town M  |
| 13/7/17 | C arrested for further offences including ABH, criminal damage and witness intimidation | Appearance in court  | Placed on Intensive Supervision and Surveillance Bail.  |
| 28/7/17 | C assessed by CAMHS in N Hospital | Assessment concludes that C does not require CAMHS input as he has sufficient support | Children’s Services and YOS escalate to senior managers |
| 21/8/17 | Core Group Meeting – C’s support package to be reduced | YOS express concern | Escalated to YOS Head of Service |