**Appendix 3 – Example Chronology Template**

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| **Name of agency** |  |
| **Name & title of person**  |  |
| **Date completed** |  |

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| **Child/Adult’s First Name:**  |  | **Child/Adult’s Surname:** |  |
| **Any Know Aliases:** |  | **Ethnic Origin** |  |
| **Date of birth:** |  | **Disability**  | **Yes (details) No (please delete as appropriate).** |
| **Home Address:** |  |
| **Have subjects consented to information being shared from agencies involved?**  | **Yes No (please delete as appropriate). If No, record justification for sharing information without consent:**  |
| **Name** | **Relationship to child/adult**  | **DOB** | **Address** | **Legal status and/or current criminal proceedings** | **Ethnic origin** |
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| **The purpose of a chronology is to provide practitioner and their managers, children, adults and their families with a chronological list of significant events in their life. A significant event is an incident that impacts on the child, adults and family's safety and welfare and home environment. This enables the reader to quickly gain a picture of formative events and patterns of behaviour, and to analyse the implications of the overall history to improve decision-making. A chronology is not expected to be a repetition of the narrative contained in process or case recordings, but tells the story of the child, adult and their family’s life by identifying incidents, events or issues which significantly affect them. It therefore requires familiarity with the case information, and analysis to identify the critical moments in a child, adult and their family's life experience. It must be relevant and succinct so that important events are not lost in insignificant and irrelevant details. A chronology should draw on various sources of information such as previous files and information from other agencies.** |

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| **Date** | **Agency****Source of Information**  | **Description of agency activity/event** **contact/communication** | **Comments** |
| **Please give date of contact/information received in agency i.e. so it is clear who knew what and when** | **This is to enable clarity which agency provided the information and identification of any documents that need to be read when chronologies are merged.** | **Remember to provide actual names of staff that are involved in the entry (from whatever agency) as they appear in your records: this will allow identification of the case group. No names will appear in subsequent working papers or reports.** | **The comments column is for you to provide any additional explanation of your agency’s systems and processes which may be required to understand the entry.**  |
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