**Chronology:**

**Name:****DOB:**

**Address:**

**Agency:****Author:**

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| **Date**  **dd/mm/yy** | **Time**  **00:00 (24hr)** | **Significant Event** | **Agency** | **Whose Professional/ Agency Records (Source)?** | **Who was involved?** | **Decisions/Outcome including any actions taken** | **Child seen/views sought:**  **Yes/No**  **(record the child’s views)** | **Author Comments** |
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**Name:** This is the name of the child

**DOB:** This is the child’s date of birth

**Address:** This is the address of the child

**Agency:** This is the agency sharing the information

**Author:** This is the name of the author of the chronology

**Date:** This is the date the episode event is said to have taken place (not the date of recording)

**Time**: This is the time the episode event is said to have taken place (not the time of recording)

**Significant Event**: The significant piece of information e.g. police log of reported incidence of domestic violence: report from school that child arrives from home hungry, unkempt and tired: missed medical appointments: allegation of non-accidental injury: anonymous referral regarding child left unsupervised: Section 47 enquiry etc.

**Agency**: The record from which the information was obtained, e.g. social work record, health visiting record, school nursing record, police record, probation record, etc.

**Whose Professional Records**: Details of whose professional records you are referring to i.e. source of information

**Whose was involved**: Who was involved in the event, e.g. the names of each individual involved in the episode including professionals, child/ren or parent/s, carer/s other adults

**Decisions/Outcomes:** Comments should inform the reader of key decisions taken, any action taken and the outcome in response to the event or episode.

**Child Seen/View obtained:** Yes or No. If obtained, statement re the child’s views, either expressed or observations of behaviour should be noted.

**Author Comments:** To provide details of author comments relating to the episode/significant event.