# Chronology of Significant Events - Check List

**Introduction**

The Getting it right for every child (GIRFEC) approach is a way of working that provides consistency across agencies and geographical boundaries for all children in Scotland, and is designed to improve how information is analysed and shared. This includes children and young people who are assessed as having additional wellbeing needs or are in need of protection. The Practice Model stipulates that “…each agency involved with a child and their family should collate key information into a single agency chronology and where working with partner agencies actively work to combine and consolidate this into a multi-agency chronology”.

The purpose of a Chronology is to provide a clear account of events in a child/young person’s life to date. This should identify an early indication of an emerging pattern of risk and concern. It should be used as part of assessment and analysis. It should be used in all Team with the Family meetings to discuss progress and highlight gaps that require further exploration, investigation and assessment.

**From the** [**Care Inspectorate Guidance**](http://girfec-ayrshire.co.uk/wp-content/uploads/2018/02/Care-Inspectorate-Practice-guide-to-chronologies-2017.pdf)**:-**

This guidance lists the Key Characteristics of a chronology and the following Core Elements:-

* **Key Dates** such as date of birth, moves (area/school), life events.
* **Facts** such as child protection registration, exclusion from school, bereavement.
* **Transitions,** life changes.
* **Key Professional Interventions** such as the **outcome** of Team with the Family meetings, children’s hearings etc.
* **A brief note of the event** e.g. arriving at school with bruises and the child said *“I fell off my bike”* or stating they have been physically assaulted and saying *“my brother punched me”.*
* **Include sufficient detail** to allow the entry to make sense while keeping it succinct. *Inappropriate behaviour* does not give sufficient detail.
* **The actions/outcomes** or, if no action was taken the reason why.
* **Do not include opinion.** These can go in the assessment if recorded as such.

**From the** [**National Guidance on Single Agency and Integrated Chronologies**](http://girfec-ayrshire.co.uk/wp-content/uploads/2018/02/national-chronology-guidance.pdf)**:-**

A chronology is not a record of an agencies involvement it is a record of significant events that impact on the child/young person’s life. This may include positive or negative changes in:-

* Family Circumstances e.g. separation, divorce, bereavement, imprisonment, change of address, birth of a sibling, change of school, homelessness etc.
* Physical and mental health and wellbeing of the child or a close family member.
* Performance, lack of engagement, contact arrangements, exclusion etc.
* Identification of Wellbeing Needs, Additional Support Needs.
* Child’s Plan including LAC or Child Protection or Co-ordinated Support Plan.
* Social inclusion, bullying, positive support networks etc.
* Outcomes/impact on the child of Team with the Family meetings, Children’s Hearings etc.
* Threats of incidents of violence from child or parents.
* All relevant concerns or positive improvements.

**Practice:-**

**How do I record a Significant Event?**

* The Event (what happened)
* Action Taken (what you did)
* Outcomes / **IMPACT** (what the meaning of this is to the child/young)

**For children and young people who have a Team with the Family and an AYRshare record:-**

1. Add all significant events that are relevant for an Integrated Chronology into their AYRshare chronology as soon as they happen.
2. Ensure that members of the Team with the Family are contacts on the child/young person’s AYRshare record.
3. Significant events should be added immediately so that the Team with the Family including the named person and lead professional receive a notification and are aware of any changes in circumstances when they are working with the child/young person.
4. The chronology should be printed and taken to all Team with the Family meetings to aid discussion on progress and any needs identified and it should be considered when decisions are being made. The chronology can be printed by date range so that only the significant events since the last meeting are taken along for discussion if that is appropriate.
5. The chronology should be analysed and inform the child’s plan (My Plan).
6. The chronology should be reviewed and discussed with the child/young person and family before each Team with the Family meeting so that their views can be taken into account.
7. Keep the chronology succinct and factual. State what the significant event is and any action or outcome from that event. The impact on the child/young person must be clear. Any additional detail should be included within the Wellbeing Assessment and plan.

The [AYRshare Quality Assurance Standard for Chronologies](http://girfec-ayrshire.co.uk/wp-content/uploads/2023/08/AYRshare-standards-v3-March-2023.docx) must be followed.

Our self-evaluation processes ensure chronologies are quality assured and feedback given as part of the annual multi-agency file audit.

**Supporting documentation:-**

[Team with the Family Guidance](http://girfec-ayrshire.co.uk/wp-content/uploads/2024/01/Team-with-the-Family-Guidance-August-2023.pdf)

[Child’s Pathway](http://girfec-ayrshire.co.uk/wp-content/uploads/2023/08/Wall-planner-updated-Aug-23.pdf) and [Practitioner Guidance](http://girfec-ayrshire.co.uk/practitioners/document-downloads/girfec-practitioner-guide-august-updated-2023/)

[Information Sharing Flowchart](http://girfec-ayrshire.co.uk/practitioners/document-downloads/http-girfec-ayrshire-co-uk-wp-content-uploads-2023-08-ayrshire-information-sharing-flow-chart-august-2019-2-pdf/) and [Information Sharing Charter for Children and Young People](https://www.gov.scot/publications/getting-right-child-information-sharing-charter-children-young-people-2022/) and [Information Sharing Charter for Parents and Carers](https://www.gov.scot/publications/getting-right-child-girfec-information-sharing-charter-parents-carers-2022/)

[AYRshare Quick Guide](http://girfec-ayrshire.co.uk/wp-content/uploads/2023/08/AYRshare-Quick-Guide-V3.docx)

[Chairing Team with the Family Meetings](http://girfec-ayrshire.co.uk/practitioners/document-downloads/page/3/)