Chronology

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| Child’s Name: | CHILD A |
| Date of Birth: | 00/00/0000 |
| UPN: | A000000000000 |
| School | XXXXXXXXXXX |

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| Date/Time | Event/incident | Brief description | Action taken or not | Source of information/  documentation | Initials |
|  | ROC/Phone call/Consultation/  Referral/ Meeting (Type) etc | A brief description of the event/incident should be recorded here. Children, young people and families may request to see this information and may be asked for informed consent to share where this is in their best interests to do so. Language should be in plain English, non-judgemental, clear and concise, so that the chronology improves understanding and supports good decision making. | Record what action has been taken, what support has been offered, referrals that have been made, who information has been shared with and if no action taken then this needs to also be recorded. | Record where the information has come from and where the detailed information is stored | In line with good practise and to ensure follow up is possible with the correct person. |

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| Date/Time | Event/incident | Brief description | Action taken or not | Source of information/  documentation | DSL |
| 01/01/2001  9.30 | ROC | CHILD A came to school today with a black eye. The class teacher asked him how this happened to which ABA stated that his father has punched him. | Ms Hamill (Class teacher) reported this to the Mr Smith (DSL) who contacted the Children’s Services. | CT,  CHILD A | Mr Smith |
| 10.00 | Child Protection Contact Referral | Mr Smith (DSL) contacted Children’s Services and a Child Protection Contact Referral was made | Following the referral, the Mr Smith (DSL) contacted the parents to see if they had an explanation for the bruising. The mother agreed that the father had hit the child but in the middle of an argument with her. | Mr Smith (DSL)  Children’s Services, mother,  Contact Referral form (CP file) | Mr Smith |
| 14.05 | Jenny Cook (Social Worker) attended school with a JCPIT (Joint Child Protection Investigation Team) officer |  | Pupil left with the SW and JCPIT (Joint Child Protection Investigation Team) officer | Mr Smith (DSL) | Mr Smith |