

Single Agency/Integrated Chronology of Significant Events

Day	Date	Time	Significant Event	Source of Information	Action Taken / Outcome	Name Title Agency
The day date and time the event happened must be recorded			A brief description of the event should be recorded here. Children, young people and families will see this information and may also be asked for their informed consent to share it where this is in their best interests to do so. Language must be plain English, non judgemental, clear and concise, so that the chronology improves understanding and supports good decision-making.	Information in the chronology should be factual and from a reliable source. Record the source of the information.	This section should record what action has been taken by the agency that has been made aware of the significant event. This might be observe, monitor record or it could be an action that was taken such as informing someone or contacting or a change in approach.	It is essential that everyone is clear about the name, title, and agency of the practitioner entering the significant event. Initials are insufficient.

In brief entries in a chronology must be:

- brief
- factual
- accurate
- up to date
- dated
- jargon, abbreviation and or speculation free
- provide clear evidence of decisions and or of action taken signed with the practitioners full name