

Introduction

1. This Chronology recording format has been developed for use in Safeguarding Enquiries, Risk Management processes and, potentially, in other complex investigations.
2. Other formats and examples of Chronologies have been taken and a basic tool has been developed that aims to enable staff to make comprehensive and focused recordings, in line with Making Safeguarding Personal principles and Care Act requirements.
3. The purpose of a Chronology is to both give a commentary of events that have affected an Adult, and to evidence key events and developments in an enquiry. This will facilitate the understanding of events in an Adult's life and aid analysis and developing positive outcomes.
4. A decision was made to avoid a separate column that contains commentary; if this is necessary a horizontal box can be used to add some analysis.

Column Headings

5. Date, usually a single day, though summaries of a short period, a week or longer can be helpful. And entries for a period of time where concerns were not evident or risks reduced can also be helpful, this can be specifically noted where appropriate.

Significant Event and Outcome

6. The purpose of the Chronology is to set out the main events that have affected the wellbeing of an Adult. Recording should be focused, with only relevant information, including a focus on the Outcomes of events for the Adult.
7. The Adults views should be referred to whenever this is appropriate.
8. Recording should be principally narrative, though analytical elements should be included, for example, to demonstrate the development of themes, patterns or thematic elements, or the repetitive occurrence of events or people.

Source of Information

9. Who provided the info, or witnesses the events, please make it clear where events involve unclear information, or may be speculative in nature.

Severe Impact Indicator

10. Add Yes or No here, to highlight key events.

Event Category

11. There is a drop-down picklist accessed by clicking in the box. Comments on the items already in the pick list or others that might be used are welcomed. This list should remain relatively brief, so other can be used where necessary.

Challenge and Escalation

Appropriate challenge and escalation is an essential part of being part of partnership working and professional responsibilities to achieve high standards. On occasion, this may necessitate challenging poor practice when staff in one partner agency have concerns about the way in which staff within another agency are delivering their practice. In such circumstances, there must be a respectful challenge about the action or inaction taken. For guidance on resolution of disagreements, please refer to the [4LSAB Escalation Policy](#).