



Keeping Safeguarding Records of Child Protection and Welfare Concerns

Appendix B

CHRONOLOGY

Date of Significant event	Information (Detail)	Source of information/ evidence (Name or document and where held)	Response or Outcome (Impact on child/risk/plan and action taken/agreements achieved)	Recorded by	Outstanding actions
Example: 01-01-2017 Please delete before use.	Class teacher reported Annie Apple has become increasingly withdrawn and unable to concentrate	Welfare concern form placed on file	DSL requested teacher speak with parent at end of day to advise this has been noticed and whether any changes or concerns and update DSL after. DSL checked Children Index no agency involvement evident.	Ms Wise class teacher	Ms Wise to update DSL 01-01-2017
01-01-2017 Please delete before use.	DSL and Ms Wise discussed parent information: Parent advises no changes at home no knowledge of why Annie is withdrawn	Ms Wise	DSL requests Ms Wise monitor Annie's presentation for ability to concentrate, mood and general wellbeing and review in one week, updating immediately if any significant change	DSL on Welfare concern form in file	DSL to review with MS Wise on 08-01-2017
08-01-2017	DSL followed up Annie's progress with Ms Wise. Ms Wise advised continuing	Ms Wise	DSL ongoing monitoring for a further week, Ms Wise to provide	DSL record on chronology	Ms Wise to provide

<i>Please delete before use.</i>	<i>behaviours. Parent more withdrawn at collection and drop off.</i>		<i>opportunities for Annie to talk about any worries</i>		<i>opportunities for Annie to talk. DSL to review in one week 15-01-2017</i>
11-01-2017 <i>Please delete before use.</i>	<i>Contact from Children's Social Care SPOA team worker Betty Smith seeking information. CS confirmed this was due to alleged physical assault of mother witnessed by Annie last night; police attended.</i>	<i>Betty Smith Children's Social Care</i>	<i>DSL shared information from child's school welfare file. CS advised due to nature of DA and disclosure of history of DA s47 Strategy meeting to be held 14-01-2017. Father not to collect child from school at this time</i>	<i>DSL record of information on welfare form and on chronology. Safety plan for child put in place, front sheet updated re contact and front desk, teacher and TA alerted. Individual child CP file started.</i>	<i>DSL to attend strategy meeting 14-01-2017.</i>