# Shared Agency Chronology

## Child/Young Person’s Details

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Known As** | **Child and Family Centre/Nursery/School Currently attending (if appropriate)** | | | | | |
|  |  | *Child and Family Centre/Nursery* | | *School* | | *Other:* | |
| Choose an item. | | Choose an item. | |  | |
| **Date of Birth** | **Year Group** | **CHI Number** | **SWIFT Number** | | **SEEMIS Number** | | **Scottish Candidate No.** |
|  | Choose an item. |  |  | |  | |  |

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| --- | --- | --- |
| **Lead Professional maintaining the chronology** | **Job title and agency** | **Date Shared Chronology was last updated/reviewed** |
|  |  | Click here to enter a date. |

## Chronology of significant events

| ***Shared Chronology*** *(to* ***add*** *another row – place cursor in the last box in the table and press tab ‘⭾’ on your keyboard, headings repeat to next page automatically)* | | | | | |
| --- | --- | --- | --- | --- | --- |
| **Date and Time of event** | **Significant Event** | **Source of Information** | **Action taken/Actual Outcome** | **Practitioner name, title, agency and date** | **Event Code** |
| *Date and time the event happened should be recorded* | *A brief description of the event should be recorded here. Language should be plain English, clear and concise, so that the chronology improves understanding and supports good decision making.* | *Information in the chronology should be current, factual and from a reliable source. Record where information has originated e.g. professional, neighbour, friend, relative or child themselves* | *This may be simply monitoring or increased observation, reported to named person or a very short statement of action. Narrative should be in the child’s file, record or clinical notes* | *It is important to record the date name, title, and agency of the practitioner who entered the significant event onto the single or shared agency chronology* | *This can include a traffic light system; Red for alerts or Negative outcomes,*  *Amber for significant events,*  *Green for positive outcomes* |
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