

What to include in a *Chronology*, a *Front Sheet*, and a *Concern Form* for *Child Protection/Child Concern files*

Chronology

What is a chronology?

“A chronology is a tool that practitioners from a range of disciplines can use to help them understand what is happening in the life of a child, adult or family. Simplistically it is a list, in date order of all the major changes and significant events in a child’s, adult’s or family’s life. It provides a brief and summarised account of events to give an immediate overview”.

[NSCP Guidance for practitioners completing chronologies](#)

Chronology checklist

- the child’s essential details (their name and DOB)
- the date the chronology was started
- the name of the provision
- the name of the DSL co-ordinating the chronology:
- a record of all significant events: including the date, the source of the information, and a reference to the location to any additional/supporting information
- a significant event can include meetings, telephone calls, requests of information, a record of information sharing, concern form, a child disclosure, referrals, discussion with parent/carer, a visit from other professional etc. (this not an exhaustive list)
- details of any action to complete following an entry to the chronology
- A chronology should contain sufficient details about a significant event, but it should not be a substitute for recording other paperwork. For example, a *concern form*, *existing injury form*, *incident form*, or an *accident form*.
- must be up to date and record factual accurate information (not any opinions)

Front Sheet

What is a front sheet?

A front sheet details all the main and personal details of the child, their family members, and of other professionals and/or organisations involved with the family. It may be helpful to think of the front sheet as a mini registration form for each child’s child protection/concern file.

Front Sheet checklist for Child Protection/Child Concern file

- the name of the provision
- the child’s essential details (their name, DOB, home address, and current address if different)
- the date the file was started
- their family members: parents, stepparents, and carers details- their name, relationship status to the child, their address, their telephone contact details, and a record of who has parental responsibility for the child
- their family members: siblings details- their name, address, and the name of their educational establishment
- details of any other records held in the provision relating to other connected children to this child
- the name, job role, and agency contact details of other professionals working with the family (telephone, email, and address)

What to include in a *Chronology*, a *Front Sheet*, and a *Concern Form for Child Protection/Child Concern files*

Concern Form

What is a Concern Form?

A concern form is used to record any concerns about the welfare of a child. The concern form may be a record of what a child has disclosed, a child's injury or observation, or it could be a concern about a parent or family member of a child in your setting. All practitioner's concerns should be recorded on a concern form and given to the setting's Designated Safeguarding Lead (DSL) as soon as possible so that they can evaluate the concern, and then take the appropriate action.

Concern Form checklist

- the child's essential details (their name and DOB)
- the name of the parent or family member if the concern is about them
- the name of the provision
- the name and role of the person completing the concern form
- the date and time that the concern form was completed
- a record of the concern (record facts only, not any opinions)
- if the concern relates to an injury
 - when was the injury sustained?
 - record of the location, size, shape, colour, and texture of the injury (this may also be added to a body map)
 - If the child has given an account of an injury, give details of their disclosure
 - If a parent/carer has volunteered an account of an injury, give details of this
 - ask the parents and record if the child been taken for medical treatment. If yes, where did they take them, what treatment did the child receive, and at what date and time did they take them?
- The name of the DSL
- The date and time that the Designated Safeguarding Lead received the Concern Form
- DSL notes
- The DSL evaluation of the concern – which threshold does the concern meet from the Pathway to Provision?
- Details of information sharing (with parents/ other professionals/agencies)
- The DSL actions - including details of any referrals to CSC, MASH, LADO, Police (and a record of their advice/response if given). If no referral is made, state why.

Review all your paperwork on each entry. If patterns are emerging or if concerns are escalating, take appropriate action to ensure the child is kept safe. Refer to the Pathway to Provision thresholds to support your decision making.

What next? – Review your records

- Use the tick list above to check that you have all the relevant information on your Chronology, Front Sheet, and Concern Form templates.
- If you do have missing information on your records, edit these and add any additional questions or prompts as detailed above.
- Share any revised forms with your staff team and any other stakeholders.
- Review your policies and procedures considering any revised and/or new child protection/child concern records.