

SERIOUS CASE REVIEW CHRONOLOGY

EXAMPLE

APPENDIX 3

CHILD INITIALS: TM

Date and time	Doc Ref	Family Members	Information	Agency	Action	Other Info	Management Review Officer's Comments
1.2.01 9.30 am	SSH SS4	KT	KT requested assistance, tension in the household. Problems with boys TM & AM	SSH	Allocated for Initial Assessment to BD	YOT actively involved with family	
2.2.01 1.00 pm	SSH SS4	TM	The school rang to say that TM looked very dirty & smelly, very disruptive behaviour, very concerned about TM.	SSH	Duty SW discussed with Team Manager. CPR index check undertaken		Was the parent aware that school had contacted SSH?

Date: Entry on the file – the author of the report has the responsibility of numbering each piece of information in order to locate the entry recording, memo, letter, fax, referral or any other document.

Doc Reference – Reference is to enable the agency to locate the entry at a point in the future. Number that is on the letter, memo, referral or any other document.

Family Member – The child, the family member or any other person on whom the entry on the record is, identified by initials.

Information – Summary of Information on the entry must specify source.

Agency – The agency that the records refer to.

Action – Action taken by agency, individual (only initials of individuals not full names)

Other Information – any additional information relevant to the entry.

Management Review Officer's comment – Any issues the officer has identified that needs to be brought to the attention of the Overview Panel.