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| **Chronology of Accident / Incidents or Concerns for………………(insert child’s name)****This form should be used to record information relating to individual children and be stored at the front of a child’s personal folder.****The purpose of this is to build up a picture, over time, of information which alone may be insignificant****but when considered in the wider context, may be vital.** |
| **Date of Incident or Concern** | **Entry completed by and job role** | **Background information** | **Date Recorded** | **Summary of Accident / Incident** | ***Agreed Outcomes*** |
| 04/01/19 | Mrs A. NortherNursery Manager and DSL | Incident occurred at home over the Christmas holidays | 05/01/19 | Jonny returned to the setting after the Christmas holiday with a broken arm. His dad reports this happened during a trip to the local trampoline park.Spoke to Jonny’s dad to discuss any special requirements. | Setting completed existing injury record and parent signed.Discussed reasonable adjustments.  |
| 15/01/19 | Miss B ReedDeputy | N/A | 15/01/19 | Jonny arrived at the setting distressed and told Julie Shanks – Nursery Assistant that this morning, his dad hadbeen shouting at him because he couldn’t get his trousers on the right way around. Miss Reed spoke with Jonny’s Dad,Dad shared “that never happened, I don’t remember shouting”  | Concern form completed and passed to Mrs A. NortherNursery to monitor  |
| 16/01/19 | Mrs A. NortherManager and DSL | Johnny’s Dad is now a single parent. Johnny currently has a broken arm | 16/01/19 | Johnny arrived at the setting in the same clothes as yesterday, appeared dirty and creased.Mrs A. Norther spoke to dad.Dad was upset and shared that he relied on Johnny to carry out a lot of his own self-care. Dad is struggling to get Johnny ready for nursery, making lunches and getting himself ready for work. Dad also shared that he must leave work early to pick Johnny up and is really tired, making dinner and working from home in the evening. Dad highlighted that on this occasion he had put J to bed without bathing him because he was too busy finishing his work.  | Dad consented to a referral to local Family Hub Early help. He would like support around routines.Referral Sent -17.01.19Mrs A. Norther shared that setting could be flexible with Johnny’s attendance whilst dad seeks support, for example he could attend extra hours to allow Dad more time at work. Also spoke to Dad about the Tax-Free Childcare scheme, to help with childcare costs and applying for extended hours funding. |
| 22/01/19 | Mrs A. NortherManager and DSL  | Contact in connection with referral to Family Hub | 22/01/19 | Family Hub Early Help worker- Sarah Smith contacted setting for further information. | Information shared in line with the parental permission. |
| 31/01/19 | Mrs A Norther Manager and DSL | Family Hub support is now in place. | 31/01/19 | Dad shared that he is finding routines more manageable, with the support and advice given by Sarah. | Monitor situation in setting. |
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