**SG5c Safeguarding Adult Enquiry Chronology template**

Guidance: This chronology template is used to show a timeline of events/recording in a table format, to support the safeguarding adult enquiry. The chronology can be for a single agency, or multiple chronologies combined together to show a multi-agency chronology. The use of the SG5c is discretionary.

The [SG5c chronology template](https://www.coventry.gov.uk/downloads/file/36592/sg5c_safeguarding_adult_chronology_template_and_guidance) can be used in conjunction with the [SG5 Enquiry Report template](https://www.coventry.gov.uk/downloads/file/36590/sg5_enquiry_report_template_and_guidance_-_for_partner_agencies_to_complete) or [SG4 Lead Enquiry Officers Report](https://coventrycc.sharepoint.com/_layouts/15/Doc.aspx?sourcedoc=%7be68ec1e4-4bcd-4d22-ab67-bb1c0031acc3%7d&action=default), or as a standalone document.

**Confidentiality Statement**

This chronology has been produced in accordance with the West Midlands Adult Safeguarding Policies and Procedures to promote the safety and welfare of an adult with care and support needs. Information exchanged is confidential to the members of the pertaining safeguarding enquiry and the agencies that they represent.  The following principles will be followed:

* Information will only be shared on a ‘need to know basis’ when it is in the best interests of the service user.
* Informed consent to share information should be obtained from the adult with care and support needs but if this is not possible, or a serious crime has been committed and/or other adult/s with care and support needs may be similarly at risk, it may be necessary to over-ride the requirement.
* It is inappropriate for agencies to give assurances of absolute confidentiality in cases where there are concerns about abuse, particularly in those situations when other adults with care and support needs may be similarly at risk.
* Reports will be distributed on the strict understanding that they will be kept confidential and in a secure place.
* Reports may be released for Coroner's, judicial or police purposes, for the conduct of Safeguarding Adult Reviews, for cases where workers are being considered for barring by the Disclosure and Barring Service, or where other adults or children are at risk.
* Members of this safeguarding enquiry and the agencies they represent should seek the advice of the Lead Enquiry Officer’s Manager/Chair of any safeguarding meeting if they wish to share the record with others.

**SG5c - SAFEGUARDING ADULT ENQUIRY CHRONOLOGY TEMPLATE**

**Name of adult:**

**Care Director ID:**

**Dates covered by the chronology:**

**Name & Role of person completing chronology:**

**Organisation:**

|  **Date****dd/mm/yyyy** | **Source of Evidence e.g. Case File, Electronic record, nursing or medical notes** | **Contact with Whom i.e. name, and role of person**  | **Name and role of individual making the contact** | **Method of Contact e.g. letter, Phone, Email, Face to Face, Fax,** | **Communication reason****/incident**  | **Actions taken/decisions made** | **Comments by Enquiry Officer** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Example 101/04/2020 | ASC Case File | Dr Green, GP | Gillian White (Safeguarding Adults Administrator) | T/C | Invite to Strategy Meeting on 05/04/2020 | Cannot attend - Report requested on involvement since 01/03/2020 |  |
| Example 201/04/20194.30pm | Nursing Records | L. Pink, Daughter | Nurse Brown, Ward 101, UHCW | Face to Face | Request for progress update and information about next steps | Nurse gave daughter information and leaflet on discharge and OT contact details | Daughter does not recall receiving leaflet. |
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Glossary of terms

Guidance: Ensure abbreviations are used consistently and fully explained in this section, for example:

OT – Occupational Therapist

T/C – Telephone conversation

ASC – Adult Social Care

UHCW – University Hospital Coventry and Warwickshire

SW – Social Worker

TL – Team Leader

*Launched 01/10/21*