**Safeguarding File Chronology Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| Child’s Name:  | Year Group :  | Pupil UPN:  | *Insert School Logo* |
| DoB:  | Address:  |
| Summary of incident: Bound Book reference number:  |
| Date | Event | Related document | Action | Name/Sig | RHRT |
|  |  | [ ]  Notice of  concern form | [ ]  School  record |  |  | [ ]  Complex/Significant[ ]  Additional[ ]  Universal +[ ]  Universal |
| [ ]  Conference  notes | [ ]  Statement |
| [ ]  Phone call | [ ]  Message |
| [ ]  Other….. |
|  |  | [ ]  Notice of  concern form | [ ]  School  record |  |  | [ ]  Complex/Significant[ ]  Additional[ ]  Universal +[ ]  Universal |
| [ ]  Conference  notes | [ ]  Statement |
| [ ]  Phone call | [ ]  Message |
| [ ]  Other….. |
|  |  | [ ]  Notice of  concern form | [ ]  School  record |  |  | [ ]  Complex/Significant[ ]  Additional[ ]  Universal +[ ]  Universal |
| [ ]  Conference  notes | [ ]  Statement |
| [ ]  Phone call | [ ]  Message |
| [ ]  Other….. |
|  |  | [ ]  Notice of  concern form | [ ]  School  record |  |  | [ ]  Complex/Significant[ ]  Additional[ ]  Universal +[ ]  Universal |
| [ ]  Conference  notes | [ ]  Statement |
| [ ]  Phone call | [ ]  Message |
| [ ]  Other….. |
|  |  | [ ]  Notice of  concern form | [ ]  School  record |  |  | [ ]  Complex/Significant[ ]  Additional[ ]  Universal +[ ]  Universal |
| [ ]  Conference  notes | [ ]  Statement |
| [ ]  Phone call | [ ]  Message |
| [ ]  Other….. |
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| [ ]  Conference  notes | [ ]  Statement |
| [ ]  Phone call | [ ]  Message |
| [ ]  Other….. |

|  |  |  |
| --- | --- | --- |
| Child’s Name:  | Year Group :  | Pupil UPN:  |
| Case Closure Date:  |
| Summary at closure:  |
| Lessons learnt | Implementation plan |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| Signature of DSL / SLT | Date of Signature  |