**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….. | | |
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| Conference  notes | | Statement |
| Phone call | | Message |
| Other….. | | |
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| Date | Event | | Related document | | | Action | Name/Sig | RHRT |
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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 |