

## AYRSHARE QUALITY ASSURANCE STANDARD 2

### Chronology of Significant Events

#### Standard

AYRshare must be used by all professionals who have access to AYRshare and form the Team Around the Child (TAC) to develop an Integrated Chronology of Significant Events. This is the most effective way of ensuring information is shared timeously and securely and meets the standards set within GIRFEC Briefings for Practitioners Single Agency and Integrated Chronologies (8/8) (Scottish Government, 2013).

Where the child is Looked After or subject to Child Protection procedures, the AYRshare chronology must be used by all contacts.

Information sharing through the AYRshare chronology must not replace professional discussion in relation to the analysis of needs and risks in relation to the child. Where a risk or concern may require an immediate response this must be communicated directly to the Named Person or Lead Professional. In the case of a Child Protection concern this will always be the Lead Professional or Initial Response Service within Social Work.

#### Operational Process

1. When an AYRshare folder is created, information on the significant events leading to the requirement for information sharing through AYRshare must be added to the Chronology by the Named Person or Lead Professional.
2. All members of the Team around the Child who are contacts on the child's AYRshare folder are responsible for entering appropriate significant events from their single agency chronology to the AYRshare integrated Chronology
3. It is the responsibility of the Named Person and Lead Professional if identified, to manage the Chronology. This includes the requirement for removing duplicate information where appropriate.
4. AYRshare chronologies must be reviewed regularly and information analysed to take an account of patterns and the whole picture. Chronologies must be taken to every Team around the Child (TAC) meeting, Child Protection Conference, Core group or Looked After review for analysis and consideration of action as part of the Child's Plan.
5. Any agencies involved with the child who contribute to the Chronology and who do not have access to AYRshare must ensure that any events which they consider to be significant are brought to the attention of the Lead Professional or Named Person who will make a decision about whether to enter this on AYRshare as a significant event.
6. Where information is added to the Chronology by the Named Person or Lead Professional on behalf of another person who does not have access to AYRshare, the context and significance of the information should be discussed and clarified before entering.