****

1. **At the Initial Child Protection Conference (ICPC)**

The Chair of the ICPC, will explain that all participating agencies are required to complete a chronology.

**2. Following the ICPC**

The Case Conference Administrator (CCA) will send the MAC template to the team holding the case, relevant Senior Admin Officer (SAO) and all agencies (including those invited but unable to attend), within 24 hours of the conference. The MAC will then be discussed at the initial core group.

**7 Minute Guide**

**Multi-Agency Chronologies (MAC)**

**in Child Protection and Safeguarding**

**7. At the Child Protection Review Conference**

The MAC will be presented as a separate document and will serve to inform decision-making at any given point in the child protection process.

**3. Prior to the 2nd Core Group Meeting**

All participating agencies will complete their chronology and send it by secure email to the Allocated Social Worker, 10 working days prior to the 2nd Core Group Meeting.

**6. At Core Group**

The Core Group will use the MAC as a tool in assessing progress and the level of concern regarding significant harm. The MAC will be updated, prior to or at each Core Group meeting.

**4. Collating the MAC**

The Admin Officer will collate the content from the chronologies into one summary MAC and email it to the allocated Social Worker, 5 working days prior to the Core Group. Following review and initial analysis, the Social Worker will approve the MAC.

.

**5. Involving the family in the MAC**

The Allocated Social Worker will share the MAC with the family to check the accuracy of information, obtain their perspective on events and develop understanding of their impact on the family.

