



Multi-agency (MA) information submission form Guidelines (Revised - July 2023)

The M.A form can be located within the three Safeguarding Children Partnership's websites via these links;

[Pan Bedfordshire Interagency Child Protection Procedures](#) or [Safeguarding Bedfordshire](#)

Luton (*Note – The Luton MASH currently require the MA Form's to **CONTINUE** to be copied to them when sharing with the POLICE. Please **continue** to send the Form to CIB Intel & LUTON MASH.)

Bedford Borough (*Note – The Integrated Front Door **no longer** require the MA Form's to be also copied to them. *However, please **continue** to send the Form to CIB Intel)

Central Beds (*Note – The Access & Referral **no longer** require the MA Form's to be also copied to them. *However, please **continue** to send the Form to CIB Intel)

Please note: It is important that the following two areas are addressed when completing the form.

- Under **information** please, at the beginning, provide some brief words identifying the perceived risk or concern. This provides CIB Intel with a recording purpose and assists with the onward dissemination of your information.

For example: 'This form has been submitted due to 'A' being a vulnerable child, who regularly goes missing and is believed at risk of exploitation, both sexual and criminal. Previous information has been submitted in relation to 'A' and their associates'.

- **This form is also audited for your organisations.** To fully reflect from where the submission has originated, it is important that the "organisation / department / role" titles are all completed to reflect that organisations and individual's submission(s).

Email addresses

The email address for CIB Intelligence remains current. The Beds Police Central Intelligence Bureau telephone number (01234 842777) is on the MA form to provide another avenue of submission or to allow for any general enquiries surrounding the submission of information in general.

The current relevant email address is:

- cibintel@beds.police.uk (Beds Police)

NOTE - It remains strategically important that multi-agency partners and practitioners are aware of the existence of this form and that manager's, partnership leads and internal MA Form training teams, are encouraged to ensure that the communication and education processes, regarding locating and utilising the form, are known, and continually shared.

Please remember:

The MA form is **NOT** a substitute for any safeguarding referral and should **NOT** be used as such.

Referrals should continue to be submitted independently to the relevant hub, with consideration given to a MA information form also being submitted to the police in support of the referral.