| Luton Logo | 2COLOURWORD | Bedfor Borough Council logo |
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**RESTRICTED/OFFICIAL**

**Multi-agency Information Submission Form**

# Restricted/official – (when complete)

**\*NOTE\* -** This form **is NOT a substitute** **for a safeguarding referral(s)** and should not be utilised for referral purposes. Any safeguarding referrals should continue to be submitted, **independently,** on the applicable forms, to the relevant safeguarding hub. However, consideration shouldbe given to a separate M.A. information form **also** being submitted, to the Police, detailing any perceived useful and valuable information contained within the referral(s).

**REMINDER - The M.A. Form is a multi-faceted form that allows for the submission of ALL types of information.**

“Thank you for your submission. By doing so you are helping to safeguard the vulnerable and assist in the fight against crime.”

**LSCB managers**

## 1. Information arena

Please tick all that apply:

Drugs Tickbox for information arena Gang Tickbox for information arena Crime Tickbox for information arena CSE Tickbox for information arena Missing Tickbox for information arena Vulnerability Tickbox for information arena Other Tickbox for information arena

## 2. Subject details

**Name (**Subjects details or the location if known)**:**

**DOB:**

**Last known address:**

**Date of original event (**or when information was **first** known**):**

**\*IMPORTANT\* – If this is a vulnerable child, or adult, has a safeguarding referral also been submitted to the relevant safeguarding Hub. \*CIB Intel will not make a safeguarding referral on your behalf.**

Tickbox for information arenaYES Tickbox for information arenaNOTickbox for information arenaNot applicable

## 3. Information\*

|  |
| --- |

Please use this text box to provide the information that you wish to share in relation to the subject or the location.

\* Please **bold the source and any intel in red** if you feel there is risk to the source through the sharing of this information clearly state that it is ‘**sensitive**’ and needs to be managed accordingly.

Include any names, actions, significant events, dates, vehicle details and phone or email details (if available)**.**

Rememberwho, what, where, when and why. **\***Please state, at the beginning, in a few words or sentences:

* the reason for your submission
* briefly identifying the perceived risk or concern

This assists CIB Intel with their decision making around the information, review the Guidelines if unsure.

## 4. Known associates

|  |
| --- |

Please use this text box to provide details of known associates. (These may be friends or persons of concern - Please include as much information as possible, names, DOB, addresses, or any identifying factors, phone details, vehicle details, nicknames etc)

## 5. Original source of information

This includes who and/or where the information has come from in the first place. Please state whether it is yourself, the subject themselves, another source or third party.

**Name:**   
  
**\*Organisation, Department and Role:**

For example: CBC / Priory School / Safeguarding Lead

**Address:**

**Contact details:**

**Risk to source:**

Please note: the protection of the source of Information is a priority to the Police.

## 6. Details of submitting partner or agency worker (If different to above):

**Name:**

**\*Organisation, Department and Role:**

For example: CBC / Priory School / Safeguarding Lead

**Tel:**

**Email:**

**Date of submission:**

## 7. Submit form to the x2 below locations:

**\*POLICE - Email to:** [cibintel@beds.police.uk](mailto:cibintel@beds.police.uk)

**For CIB direct:** contact 01234 842777.

**\*FOR LUTON ONLY\*** - Luton Local Authority executives / management team, request that you please continue to send the MA Form to your own MASH, where it will be received, and managed, as agreed, within their local policy:

**LUTON** - **Email to:** [MASH@luton.gov.uk](mailto:MASH@luton.gov.uk)

## 8. For multi-agency internal use (\*Luton only)

Person ID: Date forwarded to hub:

Episode ID: Date passed to Police CIB:

## 9. For Bedfordshire Police CIB use only

Uploaded to Intelligence System - Y/N CIRR Reference -

Bedfordshire Police will treat all information received in compliance with the Management of Police **Information legislation (MOPI)**  
The source will be secure and not available to staff except for limited, dedicated roles. The **information must be for a policing purpose** **for it to be recorded.**

Not all information recorded will have a specific outcome generated and may be retained only to assist future research. We reserve the right to share this information with third parties subject to the rules governing such sharing within MOPI.