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| Safeguarding Children Logo | Central Beds Safeguarding Children Board logo  Central Bedfordshire Safeguarding Children Board | LSCB new logo Nov 2008 |

# **Multi-agency (MA) information submission form Guidelines**

# **(Revised - July 2023)**

The M.A form can be located within each authority’s Local Safeguarding Children Board site and their local authority website via the below links:

## 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.)

[Luton Local Safeguarding Children Board](http://lutonlscb.org.uk/)

[Luton Local Safeguarding Children Board - child](http://lutonlscb.org.uk/)

## Bedford (\*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)

[Bedford Borough Council Safeguarding Children Board](http://www.bedford.gov.uk/health_and_social_care/children__young_people/safeguarding_children_board.aspx)

[Bedford Borough Council child sexual exploitation](https://www.bedford.gov.uk/social-care-health-and-community/children-young-people/safeguarding-children-board/practitioners/child-sexual-exploitation/)

## 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)

[Central Bedfordshire Safeguarding Children Board](https://www.centralbedfordshirelscb.org.uk/lscb-website/home-page)

[Central Bedfordshire child sexual exploitation](https://www.centralbedfordshirelscb.org.uk/lscb-website/children-and-young-people/child-sexual-exploitation-2)

**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](mailto: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.