



Multi-Agency (MA) Information Submission Form Guidelines

(Updated - Dec 2024)

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

Luton - *The LUTON MASH continues to require the M.A. Form be forwarded to them*

[Luton Safeguarding Children Partnership](#)

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 Intell)

[Bedford Borough Safeguarding Children Partnership](#)

Central Bedfordshire (*Note – The Access & Referral Team **NO LONGER** require the MA Form's to be also copied to them. *However, please **continue** to send the Form to CIB Intell)

[Central Bedfordshire Safeguarding Children Partnership](#)

More information on Child Sexual Exploitation can be found on the [Safeguarding Bedfordshire website](#).

Please note: It is important that the two following 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 and the respective MASH 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 child looked after, 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 by your organisations. In order to fully reflect from where the submission has originated from, it's important that the organisation / department / role titles are all completed in order to reflect that organisation and individual's submission(s).

Email addresses

The email addresses for the relevant MASH or Integrated Front Door, as well as CIB Intelligence remain 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 x2 relevant email addresses are:

- cibintel@beds.police.uk (Beds Police)
- mash@luton.gov.uk (Luton) – ***UPDATE 2024 – LUTON MASH, requests that the MA Form continues to be shared with them. Please copy them in when also submitting to CIB Intel**
- **CENTRAL BEDS** - *CBC's Access & referral Team **no longer** require a copy of the MA Form to be shared with them.
- **BEDFORD** - *BEDFORD's Integrated Front Door **no longer** require a copy of a completed MA Form.

It remains strategically important that multi-agency partners and practitioners are aware of the existence of this form and that manager's, and partnership leads, are encouraged to ensure that the communication and education processes regarding locating and utilising the form continue.

Please remember:

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

All Safeguarding Referrals should continue to be submitted, independently to the relevant MASH hub, with consideration given to an information form also being submitted, to the police, in support of a safeguarding referral, if information within the referral also needs sharing.