

Multi-Agency Information Submission Form - Practitioner Briefing

This form does not replace a referral to Children's Social Care. It is often the small seemingly insignificant pieces of information that can come together to identify those who present risk. Partner agencies (statutory and voluntary) are encouraged to report information to the Police if they believe that the information may relate to potential issues concerning any form of exploitation of children or vulnerable adults using the [Multi-Agency Information Submission Form \(MA Form\)](#). **If the information is about significant harm to a child/young person or vulnerable adult, then the normal Social Care referral systems must be used to report these concerns.** The gathering of information can enable analysis that forms the basis of strong intelligence and can help inform investigations and disruption activity to keep children, young people, vulnerable adults, and communities safe. **NEVER assume someone else has passed on the information that you have or have shared at a meeting. Submit the information yourself or seek support in doing so. Attend your local MA Form training when available.**

What is the difference between Information, Intelligence, Evidence?

Information – something that is learned or provided about something or someone. **Intelligence** – the analytics (interpretation of meaningful patterns) of information gathered from many sources.

Evidence - the availability of facts and information that indicate that something is true or valid.

The purpose of the [MA Form](#) is for practitioners to record any info, no matter how small, that may be important/relevant for the Police to analyse and build intelligence for example;

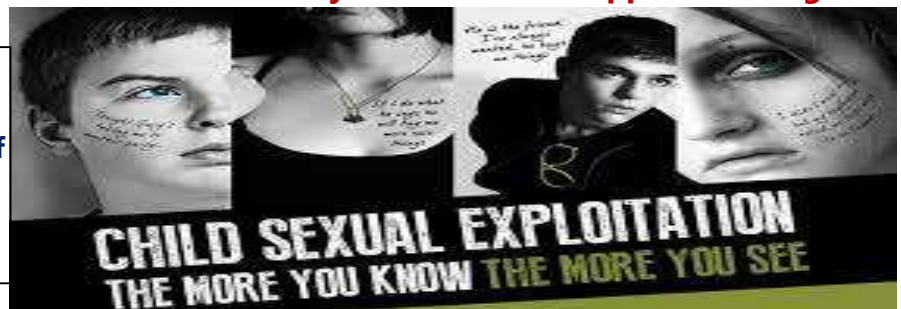
- Vehicle details: registration/make/model/colour etc.
- Details/descriptions including names/nicknames/address and phone numbers of suspected perpetrators.
- Details/descriptions of unusual/regular callers to child, young person, or vulnerable adult's homes.
- Details of any addresses or localities where the child, young person or vulnerable adult may have been taken/held.
- Locations/Names (licenced premises)/Areas/landmarks
- Include any people mentioned – Names (Alias, nicknames)/DOB/descriptions/distinguishing features/accent.
- In using the [MA Form](#), practitioners or others must submit the information securely to Bedfordshire Police and retain securely in accordance with their own Data security protocol.



If a 22-year-old man tells you they are frightened because people have moved into their home by force and are selling drugs from the property:

- This is a report of adult abuse and criminal activity that should be referred directly to Adults Services & the Police
- Details disclosed should also be shared on a [MA Form](#); like the name of the adult victim, anyone who they named as being in their home, phone numbers used to arrange meetings there if known etc.
- This does mean that there are 2 simultaneous processes to be completed at one time; the first – the referral will ensure that individual receives the help and support they need and the second- the [MA Form](#) will ensure that the pieces of information contribute to building a bigger picture for investigation that may not just be relevant to this one individual.

As with the previous example, it is important that the person who receives the information is the one who completes the [MA Form](#), as each time a piece of information is passed to someone else to share it, its validity is weakened. Therefore, you should not presume that information you share to adult services or the Police will be passed on by them using a [MA Form](#). **If you are the one who receives the information you should be the one to submit it on a [MA Form](#).** For guidance on completing the form click [here](#).



The [MA form](#) should **NOT** be used for making reports of a **crime and abuse**, it is a way of gathering small parts of a puzzle that may help build a bigger intelligence picture to investigate crime.

For an example, whilst in town, you witness two teenage females in a take-away talking animatedly to staff. Both females and a staff member leave the shop and go up an adjacent outside staircase. Upon returning to your car, 30 minutes later, you see the same females descending the staircase carrying gifts, the male kisses both on their cheeks and the females get into a taxi, for which you get the car registration. The scenario makes you feel innately uncomfortable, but you are not sure anything illegal has occurred, for you to call the Police. **DARE TO SHARE** – submit an [MA Form](#) immediately, detailing the date, times, location, full descriptions of all including clothing. Colour, make, model, of the taxi and description of the driver. Provide any taxi logos, plate numbers and the vehicle registration, plus direction of travel. **SUBMIT** *If you are aware of any of the females' identities consider making a safeguarding referral. **So why cannot you put all the information into the referral form and let children's services share it?**

- You should include the information in the referral form, but it is important that the person who receives the information is the one who completes the [MA Form](#), as each time a piece of information is passed to someone else to share its validity is weakened, as the second person is not the person who received the information directly; a bit like a new car if you are the first owner the car is worth much more when you buy it than when it is then sold to a second owner.
- This also applies if you tell the information to a Police officer, they are then the second owner; the information has been weakened; **if you receive the information, you should be the one to submit it on a [MA Form](#).**

What happens when you submit an MA form? The information you send on a [MA Form](#) is entered into the Police analytical system. The details of the person submitting the information are removed at this stage, so you will not receive confirmation or feedback on the outcome of your submission. Please remember a [MA Form](#) is not the way to report a crime or abuse, this should be reported through direct contact with the Police and/or Children's or Adults Services, and relevant information also submitted on a [MA Form](#) for analysis.

**CHILD SEXUAL EXPLOITATION
OPERATION MAKESAFE**

SEXUAL EXPLOITATION IS ABUSE

**We need your eyes and ears
to help prevent it**

Sharing and recording of intelligence; If you are in a professional forum where Police intelligence is shared:

- Remember that intelligence is an analytical interpretation of information.
- It is shared to help inform professional decision making and responses.
- It is not evidence and should not be shared with parents, carers, or members of the public without agreement with the Police in the forum it is shared.
- There should be agreed protocols when intelligence is shared, these should ensure that the recording of intelligence does not, and will not in the future, breach the agreed parameters in which intelligence is shared.