

**Enter person’s nominal details (Name, DOB, Address, any Medical Conditions/ Disabilities), reason why they are in custody and Custody Officer’s contact information.**

**Or – copy and paste the above info onto the form from a ‘Custody Record Light’ print preview. (avoids double keying)**

**Open “Child in Custody Notification” Form**

**Call EDT Service on 0330 222 6664 and then send email to:**

[**WSChildrenservices@westsussex.gov.uk**](mailto:WSChildrenservices@westsussex.gov.uk)

**Call EDT Service on 01273 335905/6 and then send email to:**

[**EDS.OfficersChildren@eastsussex.gov.uk**](mailto:EDS.OfficersChildren@eastsussex.gov.uk)

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**Send email to:**[**WSChildrenservices@westsussex.gov.uk**](mailto:WSChildrenservices@westsussex.gov.uk) **T: 01403 229900**

**Send email to:  
(Hastings Hub)**[**CS.masheast@eastsussex.gov.uk**](mailto:CS.masheast@eastsussex.gov.uk) **(Eastbourne Hub)**[**CS.mashwest@eastsussex.gov.uk**](mailto:CS.mashwest@eastsussex.gov.uk)

**Send email to:**[**FrontDoorForFamilies@brighton-hove.gov.uk**](mailto:FrontDoorForFamilies@brighton-hove.gov.uk)

**T: 01273 290400**

**Notification to be sent to Local Authority relevant to the area child was detained within 1 hour.**

**Notification to be sent to the Local Authority relevant to the home address of child within 1 hour.**

**Compose email titled: *“RED: Child in Custody Notification - \*Name of child\*”.* Attach completed form to body of email.**

**Custody Officer confirms home address area of child as *outside* of Sussex.**

**Custody Officer confirms home address area of child as *within* Sussex.**

**Person under the age of 18 years old arrives at Custody Centre and detention authorised.**

**Child in Custody – Golden Hour Notification Process**

**During Normal Business Hours: 08:30 – 16:30**

**Brighton & Hove**

**East** **Sussex**

**West Sussex**

**During Out of Hours/ Weekends**

**Brighton & Hove**

**East** **Sussex**

**West Sussex**