**Safeguarding Arrangements (College Closure)**

The below arrangements should be used by staff and students to contact the College Safeguarding Team in the event of closure.

The team will still be available to discuss concerns by email or telephone and supportive information can be accessed through the website, safeguarding handbooks or safeguarding cards.

Safeguarding Mobile: **07580975854**

Safeguarding Email: [safeguarding@lincolncollege.ac.uk](mailto:safeguarding@lincolncollege.ac.uk)

Safeguarding Web site: <https://www.lincolncollege.ac.uk/support/safeguarding-prevent>

**Step 1: Contact & Report**

Students, staff and third-parties should contact the team by **email or mobile telephone** for all enquiries and concerns. A member of staff will be available on call during office hours (safeguarding mobile) and staff will monitor the shared inbox remotely.

For concerns related to staff or volunteers, contact should be made in the first instance with the College’s Designated Safeguarding Lead, Group Director of HR and Student Support Services (**Jacqui Varlow**) or the nominated Deputy Designated Safeguarding Leads, Head of Student Services and Supported Education (**Charlotte McHugh)** or Customer Service and Pastoral Manager (**Sam Yates)** in their absence. The Designated Safeguarding Lead will advise on appropriate action.

**Step 2: Triage & Advise**

Safeguarding staff will review the circumstances and prioritise the response based on the severity or urgency of the concern or enquiry. The team will continue to offer appropriate advice and guidance, signposting to external services where appropriate and available.

**Step 3: Outcome & Support**

Where concerns have been disclosed or identified, staff will be advised on required actions and available support (staff will action referrals to external services where necessary). Support agencies can be found in the safeguarding handbook, website or card.

Cases will be recorded onto the safeguarding Database.