

## **CODA MUSIC ACADEMY**

80 Buttermarket Street, Warrington, WA1 2NN

### **Code of Conduct**

Last Reviewed: January 2026

Next Review Due: January 2027

#### **1. Introduction**

CODA Music Academy is committed to providing a safe, respectful, inclusive, and inspiring environment for all participants in our music education activities. This Code of Conduct sets out the standards of behaviour expected from all staff, tutors, volunteers, contractors, and anyone representing CODA Music Academy.

#### **2. Purpose**

This Code of Conduct aims to promote a safe and respectful atmosphere, protect children, young people, and vulnerable adults, clarify professional boundaries, prevent misconduct or discrimination, and support fair and consistent responses to behavioural concerns.

#### **3. Scope**

This Code applies to all employees, freelance tutors, volunteers, contractors, guest artists, and anyone delivering, supporting, or representing CODA Music Academy activities.

#### **4. Core Principles**

All representatives of CODA Music Academy must act with honesty, integrity, and respect; treat all individuals equally; maintain professional boundaries; promote positive learning environments; protect the welfare of learners; and be accountable for their actions.

#### **5. Professional Behaviour and Boundaries**

All staff, tutors, and volunteers must use respectful language, dress appropriately, avoid inappropriate familiarity, maintain confidentiality, avoid favouritism, and keep all communication focused on educational or operational matters.

#### **6. Conduct in One-to-One Settings**

One-to-one lessons must take place in visible or observable environments, be known to parents or carers, and be logged appropriately. Physical contact should be avoided unless absolutely necessary for instruction and only with clear explanation and consent.

#### **7. Physical Contact**

Any physical contact must be brief, purposeful, consent-based, and recorded if accidental or potentially misinterpreted. Physical contact for comfort, discipline, or affection is not permitted.

#### **8. Communication and Social Media**

Personal social media or messaging must not be used to contact students unless express parental permission is given strictly for lesson-related purposes. Only approved platforms may be used and communications must remain professional at all times.

#### **9. Relationships and Power Dynamics**

Staff must never abuse their position of trust, engage in romantic or sexual relationships with students, or exploit learners emotionally, psychologically, or financially.

#### **10. Reporting Misconduct or Concerns**

Any concerns or breaches of this Code must be reported to the Designated Safeguarding Lead (DSL) or senior staff. Whistleblowers will be supported and protected from retaliation.

#### **11. Disciplinary Action**

Breaches of this Code may result in disciplinary action including warnings, suspension, termination of contract, or referral to external authorities where required.

**12. Supporting a Safe and Inclusive Environment**

All staff are expected to actively contribute to a respectful, inclusive, and welcoming learning environment and to raise concerns where something does not feel right.

**13. Declaration of Understanding and Commitment**

By working with CODA Music Academy, all representatives confirm their understanding of and commitment to this Code of Conduct.