

CODA MUSIC ACADEMY
80 Buttermarket Street, Warrington, WA1 2NN

Safeguarding Policy

Last Reviewed: January 2026
Next Review Due: January 2027

1. Introduction

CODA Music Academy is committed to safeguarding the welfare of all children, young people, and vulnerable adults who participate in our music education activities. We believe everyone has the right to learn and express themselves through music in a safe, supportive, and respectful environment, free from harm. This policy outlines our approach to preventing, recognising, and responding to safeguarding concerns in line with UK legislation and best practice.

2. Scope

This policy applies to all staff, tutors, associate educators, volunteers, contractors, and third parties working on behalf of CODA Music Academy, as well as all children, young people, and vulnerable adults participating in our activities, both in person and online.

3. Legal and Statutory Framework

This policy is informed by and complies with the following legislation and guidance: the Children Act 1989 & 2004; Working Together to Safeguard Children; Keeping Children Safe in Education; the Human Rights Act 1998; the Equality Act 2010; UK GDPR; the Data Protection Act 2018; and the Prevent Duty.

4. Designated Safeguarding Leads (DSLs)

CODA Music Academy has appointed the following Designated Safeguarding Leads:

- Oliver Thomas
- Stuart Fagan

The DSLs are responsible for receiving and responding to safeguarding concerns, maintaining secure records, making referrals to statutory services where necessary, coordinating safeguarding practice, and ensuring staff training and awareness.

5. Recognising Abuse

Abuse may include physical, emotional, sexual abuse, or neglect. Staff and volunteers receive safeguarding training to help them recognise signs of abuse and respond appropriately.

6. Reporting Concerns

Concerns should be reported to a DSL or any member of staff immediately. A Safeguarding Concern Report form should be completed. If there is immediate danger, emergency services must be contacted by calling 999 before informing a DSL. All concerns are recorded securely and acted upon appropriately.

7. One-to-One Teaching Environments

One-to-one tuition is a core part of CODA Music Academy's provision. Lessons must take place in visible environments, parents or carers must be informed of schedules, attendance and concerns must be logged, and any necessary physical contact must be minimal, explained clearly, and carried out with consent.

8. Digital and Online Safety

For online lessons or communications, only approved platforms may be used. Parental consent is required, professionalism must be maintained at all times, and personal social media accounts must never be used to communicate with students.

9. Responsibilities of Staff, Tutors, and Volunteers

All individuals must follow this policy, complete safeguarding training, report concerns promptly, maintain professional boundaries, and cooperate fully with safeguarding processes. Confidentiality must never be promised where a disclosure of harm is made.

10. Allegations Against Staff or Volunteers

Any allegation against a member of staff or volunteer will be reported to the DSL and referred to the Local Authority Designated Officer (LADO) where appropriate. Individuals may be suspended pending investigation, and all actions will be documented in line with statutory guidance.

11. Consent, Privacy, and Information Sharing

Information is handled in line with data protection legislation. Consent is sought where possible; however, information may be shared without consent where there is a risk of harm. Records are stored securely and accessed only by authorised personnel.

12. Associate Tutors

Associate tutors are expected to follow all safeguarding policies, complete training, report concerns directly to a DSL, maintain appropriate boundaries, and notify the DSL immediately if they withdraw from teaching due to safeguarding concerns.

13. Whistleblowing and Escalation

Concerns about poor safeguarding practice may be raised internally or escalated to external bodies if necessary. The NSPCC Whistleblowing Advice Line is available on 0800 028 0285.

14. Review and Monitoring

This policy is reviewed annually by the DSLs. Safeguarding audits are conducted and updates shared with all staff, tutors, and volunteers.

15. Declaration of Understanding

By working with CODA Music Academy, all individuals confirm they have read, understood, and agree to comply with this Safeguarding Policy.