

CODA MUSIC ACADEMY

80 Buttermarket Street, Warrington, WA1 2NN

Child Safety Policy

Last Reviewed: January 2026

Next Review Due: January 2027

1. Introduction

CODA Music Academy is committed to ensuring that every child and young person feels safe, respected, and supported during their time with us. This policy outlines our commitment to child safety across all teaching, rehearsal, and performance environments, particularly within one-to-one and small group music education.

2. Scope

This policy applies to all CODA Music Academy staff, tutors, associate educators, volunteers, contractors, and anyone working with children and young people under the age of 18.

3. Legal Framework

This policy is informed by UK safeguarding legislation and guidance including the Children Act 1989 & 2004; Working Together to Safeguard Children; Keeping Children Safe in Education; the Safeguarding Vulnerable Groups Act 2006; UK GDPR; the Data Protection Act 2018; and the Prevent Duty.

4. Designated Safeguarding Lead (DSL)

CODA Music Academy appoints a Designated Safeguarding Lead (DSL) who is responsible for overseeing child safety procedures, responding to concerns, supporting staff, and liaising with external safeguarding partners. DSL contact details are shared with staff, parents, and students.

5. Culture of Safety and Respect

CODA Music Academy promotes a culture where children are encouraged to speak openly, staff listen without judgement, parents are active partners in safeguarding, and everyone respects individual rights and boundaries.

6. One-to-One Teaching Safeguards

Lessons must take place in visible environments, be known to parents or carers, and be logged appropriately. Any concerns or incidents, however minor, must be recorded and reported to the DSL.

7. Maintaining Clear Boundaries

Physical contact must be minimal, clearly explained, and only used when necessary for musical instruction. Tutors must not give lifts, arrange unsupervised meetings, or communicate with students via personal social media accounts.

8. Digital and Online Safety

For online lessons, parental consent is required. Tutors must use approved platforms, maintain professional standards, and restrict communication to lesson-related or scheduling matters only.

9. Reporting Concerns

Concerns can be raised verbally, in writing, or through safeguarding reporting procedures. All concerns are taken seriously and handled confidentially, with information shared only where necessary to protect a child.

10. Training and Oversight

All staff and volunteers must hold appropriate DBS clearance, receive safeguarding induction and annual refresher training, and be appropriately supervised.

11. Creating a Safe Physical Environment

Teaching spaces are risk-assessed, emergency procedures are in place, children are supervised at all times, and access to premises is monitored.

12. Allegations and Breaches

Any allegations, boundary violations, or breaches of this policy are reported immediately to the DSL and escalated to external agencies where appropriate. All actions are recorded securely.

13. Monitoring and Review

This policy is reviewed annually or earlier in response to legislative change, incidents, or organisational development.