

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

**Child Protection Policy**

Last Reviewed: January 2026  
Next Review Due: January 2027

**1. Introduction**

CODA Music Academy is committed to safeguarding and promoting the welfare of all children and young people who engage with our music education services. Every child has the right to feel safe, protected, and supported. Safeguarding is the responsibility of everyone working with or on behalf of CODA Music Academy.

**2. Scope**

This policy applies to all staff, tutors, volunteers, contractors, and anyone acting on behalf of CODA Music Academy in any capacity involving children and young people.

**3. Legal Framework**

This policy complies with UK safeguarding legislation and statutory guidance including the Children Act 1989 & 2004, Working Together to Safeguard Children, Keeping Children Safe in Education, the Human Rights Act 1998, UK GDPR, Data Protection Act 2018, and the Prevent Duty.

**4. Designated Safeguarding Lead (DSL)**

CODA Music Academy will appoint a Designated Safeguarding Lead (DSL). Contact details for the DSL will be made available to staff, students, and parents. The DSL is responsible for receiving and acting on safeguarding concerns, liaising with statutory agencies, maintaining records, and ensuring safeguarding procedures are followed.

**5. Recognising Abuse**

Staff must be familiar with the four main categories of abuse: physical, emotional, sexual abuse, and neglect. Indicators may include changes in behaviour, appearance, mood, or performance. Appropriate safeguarding training is provided to support recognition.

**6. Reporting Concerns**

All safeguarding concerns must be reported immediately to the DSL. If a child is in immediate danger, emergency services should be contacted by calling 999. All concerns will be recorded confidentially and shared with relevant safeguarding partners where required.

**7. One-to-One Tuition**

CODA Music Academy delivers one-to-one tuition and applies enhanced safeguarding measures. Lessons should take place in visible settings, session logs must be maintained, and parents or guardians kept informed of schedules. Any boundary concerns must be reported immediately to the DSL.

**8. Safe Physical Contact**

Physical contact must be minimal and only used where necessary for musical instruction. Tutors must explain the reason for contact and gain verbal consent. Inappropriate contact is strictly prohibited.

**9. Digital and Remote Safeguarding**

For online lessons, only approved platforms may be used. Sessions must be arranged with parental knowledge, professionalism must be maintained, and contact outside lessons is restricted to learning or scheduling purposes only with parental consent.

**10. Conduct and Boundaries**

All adults must maintain professional boundaries, avoid favouritism, refrain from inappropriate language or behaviour, and model behaviour aligned with CODA Music Academy values.

**11. Allegations Against Staff or Volunteers**

Any allegations must be reported to the DSL immediately. Appropriate safeguarding agencies will be involved, confidentiality respected, and support offered to all parties involved.

**12. Training and Awareness**

All staff and tutors receive safeguarding induction and annual refresher training. Additional training is provided for those delivering one-to-one or online tuition.

**13. Policy Review and Monitoring**

This policy is reviewed annually or following significant safeguarding updates or incidents. Monitoring includes review of safeguarding logs and procedures.