

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

**Reporting Concerns Policy**

Last Reviewed: January 2026  
Next Review Due: January 2027

**1. Introduction**

CODA Music Academy is committed to ensuring that all concerns regarding the safety, wellbeing, or conduct of individuals—whether children, young people, or adults—are taken seriously and handled in a consistent, transparent, and lawful manner. This policy explains how concerns can be raised, how they are managed, and the responsibilities of all involved.

**2. Scope**

This policy applies to all staff, tutors, volunteers, contractors, parents, carers, families, students, and any third parties involved in CODA Music Academy activities, both on-site and online.

**3. Types of Concerns to Report**

Concerns that must be reported include suspected or disclosed abuse or neglect, inappropriate behaviour or language, bullying or discrimination, unsafe teaching practices or environments, breaches of safeguarding or conduct policies, and concerns involving a Designated Safeguarding Lead (DSL).

**4. Designated Safeguarding Leads (DSLs)**

Concerns should be reported to one of the Designated Safeguarding Leads unless the concern relates to them directly.

**DSLs:**

- Oliver Thomas
- Stuart Fagan

**5. Ways to Report a Concern**

Concerns may be reported verbally to a DSL or staff member, in writing using a Safeguarding Concern Report form, by email to the DSLs, or anonymously. If there is immediate danger, emergency services must be contacted by calling 999 before informing a DSL.

**6. What Happens After a Concern Is Reported**

The DSL will assess the concern, record it securely, consult internally or with safeguarding partners where necessary, refer to external agencies if thresholds are met, and communicate appropriate outcomes and follow-up actions.

**7. Confidentiality and Data Handling**

All concerns are handled confidentially and stored securely in line with GDPR. Information is shared only on a need-to-know basis. Anonymous reports are treated seriously, though follow-up may be limited.

**8. If You Are Not Satisfied With the Response**

If concerns are not handled appropriately, they may be escalated to senior leadership or an external body such as the Local Authority Designated Officer (LADO) or the NSPCC Whistleblowing Advice Line (0800 028 0285).

**9. Training and Awareness**

All staff and volunteers receive training on recognising and reporting concerns. Information on reporting procedures is made visible across the academy.

**10. Monitoring and Review**

All concerns and outcomes are reviewed regularly by the DSLs to identify patterns and ensure early

intervention. This policy is reviewed annually or following significant safeguarding updates or incidents.

**Declaration of Understanding**

By working with or engaging in CODA Music Academy activities, all individuals agree to follow this Reporting Concerns Policy without delay.