Academy XP

Online Safety & Acceptable Use Policy

Policy Reference	AXP-SG-001
Author	Proprietor
Policy Agreed	February 2026
Next Review	September 2026
Approved By	Board of Directors

Contents

1. Policy Statement and Safeguarding Commitment

Academy XP is a fully online provision. Digital environments are not an extension of our classroom — they are our classroom. As such, safeguarding within online spaces is central to our operational model, culture and accountability.

We recognise that children and young people are increasingly vulnerable to online harms including exploitation, grooming, radicalisation, exposure to inappropriate content, and peer-on-peer abuse. As an online provider, we have a heightened responsibility to anticipate, identify and respond to these risks proactively.

Online safety at Academy XP is embedded within our wider Safeguarding and Child Protection framework. It is underpinned by the principle that safeguarding is everyone's responsibility and that effective online safeguarding requires vigilance, professional curiosity, structured supervision and clear reporting pathways.

This policy is informed by statutory guidance including *Keeping Children Safe in Education*, the Prevent Duty, data protection legislation, and recognised good practice in online provision.

2. Scope and Applicability

This policy applies to all members of the Academy XP community, including learners, staff, leaders, volunteers, contractors and parents or carers. It covers all online learning activities delivered through Academy XP systems, including live lessons via Google Meet, recorded sessions, digital communication, and any use of Academy XP accounts or platforms.

As Academy XP operates on a Bring Your Own Device (BYOD) basis, this policy also applies to personal devices when they are used to access Academy XP provision. While we do not control home networks or install monitoring software on personal devices, expectations of conduct and safeguarding responsibilities remain unchanged.

This policy applies during scheduled lesson time and to any online conduct that may impact the safety, wellbeing or reputation of Academy XP.

3. Legal and Regulatory Framework

This policy operates alongside:

- Safeguarding & Child Protection Policy

- Staff Code of Conduct

- Behaviour Policy

- Data Protection Policy

It reflects statutory expectations set out in *Keeping Children Safe in Education*, including the requirement for schools and alternative providers to ensure appropriate filtering,

monitoring, supervision and safeguarding arrangements within online learning environments.

Leaders recognise that online safety is a safeguarding matter and will be scrutinised accordingly during inspection. Academy XP therefore maintains robust systems of oversight, documentation and review.

4. Online Delivery Model and Safeguarding Controls

Academy XP delivers education fully online through structured, timetabled live sessions using Google Meet. All lessons are delivered by appropriately trained staff and follow established routines and behavioural expectations.

Because learners access provision through personal devices, Academy XP does not impose remote monitoring software on those devices. We are transparent about this limitation. Instead, safeguarding is achieved through structured supervision, mandatory lesson recording, retention of chat records, clear conduct expectations, staff vigilance and strong safeguarding leadership.

All live sessions are recorded. This is a safeguarding measure, not merely a quality assurance tool. Recordings may be reviewed where concerns arise and are stored securely in accordance with data protection legislation. Access is restricted to authorised personnel only.

Chat interactions within lessons are retained where applicable and may form part of safeguarding investigations or behaviour reviews. Staff are trained to actively monitor verbal contributions, chat activity, tone, participation and visible cues that may indicate distress, vulnerability or inappropriate conduct.

Google Meet does not allow staff to view a learner's device screen unless the learner actively shares it. Where screen sharing is required for learning, it is structured and directed by staff. Leaders recognise the inherent limitations of BYOD environments and mitigate risk through supervision, clear expectations and rapid escalation procedures.

5. Identification and Management of Online Risks

Academy XP recognises that online risk typically falls within four interrelated areas: exposure to harmful content, unsafe contact, inappropriate conduct, and exploitation or fraud.

Content risks may include exposure to extremist material, self-harm content, sexually explicit material or harmful online narratives. Contact risks may include grooming, coercion or peer exploitation. Conduct risks include cyberbullying, harassment or misuse of digital platforms. Commercial risks include phishing, scams or financial exploitation.

Staff are trained to recognise indicators of these risks within an online learning context. Concerns are not dismissed as behavioural issues; they are treated as potential safeguarding matters and recorded accordingly.

6. Acceptable Use and Behaviour Expectations

Academy XP maintains clear standards for digital conduct. Respectful communication, appropriate language and professional behaviour are expected at all times. Learners must not record, screenshot or distribute lesson content without explicit permission. Login credentials must remain confidential. Inappropriate use of chat, offensive language, discriminatory remarks or attempts to share unsuitable content are treated seriously.

Staff are required to model professional digital conduct, maintain clear boundaries and use only approved communication channels. Personal social media accounts must not be used to contact learners. Staff must remain alert to safeguarding indicators within online interactions and act without delay.

Parents and carers are expected to support safe device use at home, provide an appropriate learning environment and communicate concerns promptly. While Academy XP cannot control home internet filtering, we provide guidance to families regarding safe device configuration and online supervision.

All learners, staff and parents must sign an Acceptable Use Agreement prior to commencing with Academy XP. No learner may access live provision without this agreement in place. Signed agreements are retained securely and reviewed annually.

7. Safeguarding Reporting and Escalation

Any online safety concern must be treated as a safeguarding matter. Staff are required to report concerns verbally to the Designated Safeguarding Lead where urgency dictates and to log all concerns on the safeguarding system on the same day.

The DSL conducts a risk assessment, reviews historical context and determines appropriate action. This may include parental contact, early help intervention, referral to children's social care, liaison with external agencies or internal monitoring arrangements.

All safeguarding decisions are documented. Patterns of concern are analysed to identify emerging risks.

No concern is considered too minor. A culture of professional curiosity underpins all safeguarding decision-making.

8. Prevent Duty and Radicalisation

Academy XP recognises its statutory duty to prevent people from being drawn into extremism. Staff receive Prevent training and are alert to online indicators of radicalisation. Concerns relating to extremist content, language or ideology are escalated to the DSL immediately and managed in line with safeguarding procedures.

9. Cyberbullying and Peer-on-Peer Abuse

Online peer abuse is recognised as a safeguarding issue. This includes harassment, exclusion, humiliating behaviour, discriminatory remarks and sharing of inappropriate material.

All allegations are investigated proportionately and recorded. Support is provided to those affected and behaviour interventions implemented where required. Where peer abuse may constitute a criminal matter or safeguarding threshold, external agencies are involved.

10. Data Protection and Confidentiality

Academy XP processes personal data in accordance with UK GDPR and the Data Protection Act 2018. Lesson recordings and chat logs are stored securely and accessed only where there is a lawful basis.

Learners and staff must not share personal information about others without consent. Confidentiality is respected, but it does not override safeguarding duties.

11. Education, Prevention and Culture

Online safety is not addressed only in response to incidents. It is embedded through induction, reinforcement of expectations, structured digital conduct modelling and ongoing safeguarding dialogue.

Learners are supported to understand digital footprints, respectful communication, exploitation risks and how to seek help. Staff receive annual safeguarding updates and regular briefings to ensure vigilance remains high.

Leaders monitor safeguarding data, review incidents and adjust practice where necessary. Online safety arrangements are subject to internal audit and leadership oversight.

12. Breaches and Disciplinary Action

Failure to comply with this policy may result in restricted access to systems, behaviour interventions, parental involvement or disciplinary action. Serious breaches may result in referral to external agencies, including social care or law enforcement.

Staff breaches may result in formal disciplinary procedures in accordance with employment policies.

13. Governance, Oversight and Review

The DSL holds operational responsibility for this policy. Senior leaders maintain strategic oversight and ensure appropriate resources, training and review mechanisms are in place.

This policy is reviewed annually or sooner in response to:

- Changes in statutory guidance

- Platform or delivery changes

- Serious safeguarding incidents

- Emerging online risks

Leaders ensure that online safeguarding arrangements remain effective, proportionate and responsive to risk.

Academy XP recognises that delivering education online demands heightened safeguarding vigilance. Our approach is transparent, structured and rooted in statutory responsibility. Through professional supervision, secure systems, clear expectations and strong safeguarding leadership, we ensure that our online environment is safe, accountable and responsive to the needs of vulnerable learners.

Appendix 1 – Learner Acceptable Use Agreement

1. Purpose

This agreement sets out the standards of behaviour expected of all learners accessing Academy XP's online provision. It is designed to ensure that all digital interactions are safe, respectful and conducive to learning.

2. Learner Commitments

By signing this agreement, I confirm that I will:

- Use Academy XP platforms and systems for educational purposes only.

- Keep my login credentials secure and not share them with any other person.

- Communicate respectfully with staff and other learners at all times.

- Use appropriate language in verbal contributions and chat functions.

- Not record, screenshot, photograph or distribute any part of a live lesson without explicit permission.

- Not access inappropriate, harmful or illegal material during Academy XP sessions.

- Follow staff instructions during live sessions, including directions relating to camera use, microphone use and chat participation.

- Respect the privacy and personal information of others.

- Immediately report any safeguarding concern, inappropriate behaviour, or online content that makes me feel unsafe.

3. Safeguarding and Monitoring

I understand that:

- All live lessons are recorded for safeguarding and quality assurance purposes.

- Chat logs may be retained and reviewed if concerns arise.

- Breaches of this agreement may result in restricted access to sessions, parental contact, behaviour intervention or further disciplinary action.

- Serious breaches may be referred to external agencies where necessary.

I acknowledge that online behaviour forms part of Academy XP's safeguarding oversight and that expectations of conduct apply at all times when accessing provision.

Name	Signature	Date

Appendix 2 – Parent/Carer Acceptable Use Agreement

1. Purpose

This agreement outlines the responsibilities of parents and carers in supporting safe and responsible access to Academy XP's fully online provision.

2. Parent/Carer Commitments

By signing this agreement, I confirm that I will:

- Support my child in adhering to Academy XP's Online Safety & Acceptable Use Policy.

- Ensure that my child accesses lessons in an appropriate and supervised home environment where reasonably possible.

- Reinforce expectations of respectful digital communication and conduct.

- Monitor, where appropriate, my child's wider online activity outside Academy XP sessions.

- Inform Academy XP promptly of any safeguarding concerns, online incidents, or risks affecting my child's wellbeing.

- Ensure that Academy XP login credentials are not shared with unauthorised individuals.

3. Understanding of Monitoring and Safeguarding

I understand that:

- Live lessons are recorded.

- Chat activity may be retained.

- Academy XP operates a safeguarding-first approach to online conduct.

- Serious concerns may be escalated in line with safeguarding procedures and statutory guidance.

I recognise that, as Academy XP operates on a Bring Your Own Device basis, responsibility for home internet filtering and supervision rests with parents/carers.

Name	Signature	Date

Appendix 3 – Staff Acceptable Use Agreement

1. Purpose

This agreement sets out the professional standards required of all Academy XP staff when delivering and supporting online education.

It forms part of staff safeguarding responsibilities and must be read in conjunction with the Staff Code of Conduct and Safeguarding & Child Protection Policy.

2. Professional Responsibilities

By signing this agreement, I confirm that I will:

- Use Academy XP digital platforms solely for professional and educational purposes.

- Maintain professional boundaries at all times.

- Communicate with learners and parents only through approved Academy XP channels.

- Not use personal social media or private messaging accounts to contact learners.

- Ensure live sessions are structured, supervised and conducted in a professional manner.

- Record sessions in accordance with safeguarding procedures.

- Monitor chat and verbal interactions actively and respond to concerns promptly.

- Report all safeguarding concerns to the Designated Safeguarding Lead without delay and log them on the safeguarding system the same day.

- Protect confidential information in accordance with data protection legislation.

- Ensure that login credentials and digital access are securely managed.

3. Safeguarding Accountability

I understand that:

- Online conduct forms part of safeguarding oversight.

- Failure to adhere to this agreement may result in disciplinary action.

- Serious breaches may result in referral to external authorities or regulatory bodies where required.

I acknowledge my individual responsibility in maintaining a safe and professional online learning environment.

Name	Signature	Date