



VIRTUAL PERSIAN ACADEMY

virtualpersianacademy.co.uk | info.virtualpersianacademy@gmail.com | 0044 (0) 755 177 1907

VPA ONLINE LEARNING & SAFEGUARDING RULES

Effective from: August 2026

Review date: August 2027

1. Purpose

These rules apply to all students, parents/carers, teachers, staff and volunteers participating in VPA's online lessons, activities or communications.

VPA is committed to providing a safe, respectful and supportive online learning environment. These rules are intended to protect children's wellbeing, set clear standards of behaviour, protect privacy and explain how online safeguarding concerns should be handled.

2. Student Expectations

Students are expected to join lessons on time, use their correct or agreed name, follow the teacher's instructions, communicate respectfully, use appropriate language and behaviour, participate from a suitable environment where reasonably possible, and use online features only as directed.

Students must keep lesson links, meeting IDs and passwords private and should tell a parent/carer or trusted adult if anything during an online lesson makes them feel uncomfortable, worried or unsafe.

Students must not bully, threaten, harass or deliberately embarrass others; share inappropriate content; photograph, screenshot or record lessons without permission; share another person's images or personal information; deliberately disrupt lessons; or attempt to access another person's account or private information.

3. Parent / Carer Responsibilities

Parents/carers should provide accurate contact details, help their child understand these rules, support access to an appropriate device and internet connection where reasonably practicable, encourage participation from an appropriate location, and ensure that the child's display name allows the teacher to identify them.

Parents/carers must not share lesson access details with unauthorised persons or photograph, record or distribute any part of an online lesson without permission. Any safeguarding, welfare or online-safety concern relating to a child should be reported promptly to VPA.

For younger students, parents/carers should provide an appropriate level of supervision according to the child's age, maturity and individual needs. Parents/carers are not normally expected to participate in lessons unless requested or agreed with the teacher.

4. Teacher, Staff & Volunteer Responsibilities

Teachers, staff and volunteers must maintain appropriate professional boundaries when working with children online. They should use VPA-approved platforms and communication methods where provided, conduct lessons professionally, take reasonable steps to ensure that only authorised students participate, and avoid unnecessarily sharing personal contact details or private information.

Safeguarding concerns must be reported promptly to VPA's Designated Safeguarding Lead (DSL) or other designated safeguarding person. Information concerning students and families must be treated confidentially and shared only where appropriate.

Staff must not use private or inappropriate channels to develop personal relationships with students.

5. One-to-One Lessons

Where VPA provides individual online lessons, these must take place using an approved platform and appropriate VPA communication arrangements. Parents/carers should be aware of the arrangements for their child's lesson.

Teachers must maintain appropriate professional boundaries and must not use personal social media, messaging accounts or other unauthorised private channels to communicate with students.

6. Online Lesson Security

Only authorised students should participate in VPA online lessons. Students and parents/carers must not share lesson links, meeting IDs or passwords with unauthorised persons. Where the platform allows, teachers may control access to lessons and restrict functions such as screen sharing or chat. Unauthorised participants may be removed from a lesson.

7. Cameras & Microphones

VPA may ask students to use cameras and/or microphones where this supports participation and learning. Consideration should be given to privacy, individual circumstances and additional needs.

Students should use appropriate backgrounds where possible, ensure that private or inappropriate material is not visible, mute microphones when requested, and use camera and microphone functions responsibly.

Students will not normally be required to show private areas of their home.

8. Recording Online Lessons

Students and parents/carers must not photograph, screenshot, audio-record, video-record or otherwise reproduce online lessons without prior permission from VPA.

Where VPA intends to record a lesson, parents/carers should be informed of the purpose and VPA should follow its applicable privacy, safeguarding and data protection procedures. Recordings must not be used for publicity or social media unless appropriate consent has been obtained.

9. Online Communication

Communication between staff and students must remain appropriate, professional and related to VPA's educational activities. Where reasonably practicable, communications with younger students should take place through or with the knowledge of their parent/carer.

Students should not be encouraged to contact teachers through personal social media accounts or other unauthorised private communication channels. Staff should not accept or initiate inappropriate personal social-media relationships with students.

10. Privacy & Personal Information

Everyone participating in online learning must respect the privacy of others. Personal information such as home addresses, telephone numbers, passwords, photographs, videos, screenshots, private conversations and information relating to a child's health, education or family circumstances must not be disclosed without an appropriate reason or permission.

Personal information collected by VPA should be handled in accordance with VPA's Privacy Notice and applicable data protection requirements.

11. Online Safety

Parents/carers are encouraged to discuss online safety regularly with their children. Students should not share passwords, disclose unnecessary personal information, respond to suspicious messages or links, or continue an online interaction that makes them feel frightened, pressured, uncomfortable or unsafe.

Any concerning online interaction connected with VPA should be reported promptly.

12. Safeguarding Concerns

The welfare and safety of children is a priority. If a teacher, member of staff or volunteer becomes concerned about a child's safety or wellbeing during an online lesson or communication, they must follow VPA's safeguarding procedures.

If a child shares information about abuse, neglect or another serious concern, the teacher should listen calmly, take the child seriously and avoid investigating or asking unnecessary leading questions. The teacher must not promise to keep the information secret and should report the concern promptly to the VPA Designated Safeguarding Lead (DSL).

Staff should not promise a child that safeguarding information will be kept secret. Information should only be shared with appropriate persons where necessary to protect the child.

Designated Safeguarding Lead (DSL): [Nazila Vojdani](#)

Contact Email: info.virtualpersianacademy@gmail.com

Contact Number: 0044 (0) 7437562539

13. Immediate Danger and Emergencies

If a teacher believes that a child is in immediate danger during an online lesson, they should take reasonable steps to protect the child and seek appropriate assistance. This may include contacting a parent/carer, the appropriate safeguarding authority or emergency services where necessary. The VPA DSL should be informed as soon as reasonably practicable.

14. Behaviour, Bullying & Inappropriate Conduct

Bullying, cyberbullying, harassment, discrimination and deliberately intimidating or humiliating behaviour will not be accepted.

Depending on the circumstances, the teacher or VPA may give a warning, mute a microphone or restrict online functions, temporarily remove a student from a lesson, contact the parent/carer, or refer serious or repeated concerns to VPA management or the safeguarding lead. Any response should take account of the seriousness of the behaviour, the child's age and circumstances, and relevant additional needs.

Safeguarding concerns will be dealt with separately in accordance with VPA's safeguarding procedures.

15. Technical Problems

VPA recognises that internet or technology problems may occasionally prevent students from joining or participating fully in lessons. Students and parents/carers should inform the teacher or VPA where reasonably possible if a significant technical problem occurs. Genuine technical difficulties will not in themselves be treated as improper behaviour.

16. Breaches of These Rules

Where these rules are breached, VPA will consider the nature and seriousness of the incident. It may provide guidance or a warning, contact the parent/carer, restrict online functions, temporarily remove a student from a lesson, arrange a meeting, implement appropriate safeguarding measures, or in serious or repeated cases suspend or terminate participation in accordance with applicable VPA policies.

Safeguarding concerns will be dealt with separately in accordance with VPA's safeguarding procedures.

17. Reporting a Concern

Students and parents/carers should contact VPA if they have concerns about inappropriate behaviour, bullying or cyberbullying, inappropriate communications, privacy or recording, the conduct of a student/member of staff/volunteer, or the safety or wellbeing of a child.

Concerns should be reported as soon as reasonably possible.

VPA Contact Email: info.virtualpersianacademy@gmail.com

Designated Safeguarding Lead: Nazila Vojdani

DSL Email / Contact Details: info.virtualpersianacademy@gmail.com / 0044 (0) 7437562539

18. Parent / Carer Agreement

I confirm that I have read and understood VPA's Online Learning & Safeguarding Rules. I agree to support my child in following these rules and understand that I should contact VPA if I have concerns regarding my child's online learning, safety or wellbeing.

Child's Full Name: _____

Parent / Carer's Full Name: _____

Signature: _____

Date: ____ / ____ / ____

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