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# Digital Health & Safety Policy

**Dynamic Neuro Academy (DNA)**

**Date Reviewed:** JAN 2026

**Next Review Due:** JAN 2027

**Document Version:** DHSP.26.0.001

## 1. Overview

Dynamic Neuro Academy is committed to promoting a safe, secure, and supportive digital learning environment for all participants undertaking online training, livestream sessions, and webinars.

This policy outlines the organisation's approach to physical wellbeing, psychological safety, digital security, and responsible participation when accessing training remotely.

## 2. Organisational Commitment

DNA recognises its responsibility to:

- Promote safe participation in online learning environments
- Provide guidance to minimise physical strain during remote attendance
- Ensure psychological wellbeing when sensitive topics are discussed
- Maintain digital security and confidentiality standards
- Protect learners from foreseeable risks associated with online delivery

This policy applies to all online courses, workshops, and livestream sessions delivered via Zoom or other approved digital platforms.

## 3. Physical & Wellbeing Guidance

Participants attending online sessions are advised to:



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- Take short screen breaks every 20–30 minutes
- Stand, stretch, or move periodically
- Maintain proper posture and ergonomic seating
- Keep hydrated during sessions
- Ensure audio devices are set at a comfortable level

Learners are responsible for selecting a suitable and safe physical environment while attending sessions remotely.

## 4. Psychological & Emotional Wellbeing

Some DNA programs cover topics such as trauma, behavioural patterns, emotional regulation, and mental health-related themes.

To support participant wellbeing:

- Participation in personal sharing exercises is voluntary
- Learners may step out of discussions if needed
- Trainers promote respectful, non-judgmental interaction
- Content is delivered in an educational context and does not replace medical or psychiatric treatment

Participants experiencing emotional distress are encouraged to seek appropriate professional support.

Minimum participation age for all programs is **20 years**.

## 5. Online Safety & Digital Security

All live sessions are conducted via secure Zoom access.

- Access links are private and must not be shared
- Participants are responsible for protecting their login credentials
- Recordings (where applicable) are available for review only
- Recordings cannot be downloaded and automatically expire after 10 days



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- Participants should ensure their background does not expose sensitive personal information

DNA does not permit unauthorised recording of sessions.

## 6. Professional Conduct & Participation

All participants are expected to:

- Attend sessions punctually
- Engage respectfully with trainers and peers
- Maintain professional communication
- Avoid disruptive behaviour
- Protect the confidentiality of other participants

Breach of these expectations may result in removal from a session where necessary to maintain a safe learning environment.

## 7. Risk Awareness

DNA conducts reasonable internal risk assessments related to:

- Platform security
- Sensitive subject delivery
- Confidential group discussions

Identified risks are mitigated through structured facilitation, controlled access links, and professional moderation.

## 8. Policy Review

This Digital Health & Safety Policy is reviewed annually or when significant operational changes occur.

