Artificial Intelligence (AI) Policy

Policy Review

This policy will be reviewed in full by the Governing Body on an annual basis.

The policy was reviewed and agreed by the Governing Body in September *2026*

It is due for review in *September 2027*

Head Teacher		September 2026
Chair of Governors		September 2026

Policy Rationale:

The purpose of this policy is to set out guidance on the acceptable use of Generative Artificial Intelligence (GenAI).

We recognise the benefits of adopting the use of GenAI and want to ensure that adopting this use minimises any risks and concerns.

This policy is designed to ensure that the use of GenAI promotes safe, responsible, ethical usage; complying with all applicable laws (such as data protection and copyright), regulations, and school policies.

Scope:

This policy applies to all pupils, staff, governors, volunteers and other individuals who use or support the use of artificial intelligence (AI) within the school. It covers the use of AI for teaching, learning, administration, communication and other school-related activities, whether AI tools are accessed on school premises or elsewhere using school systems or resources.

The policy aims to ensure that AI is used safely, responsibly, ethically and appropriately, while protecting pupils' privacy, wellbeing and educational experience.

It applies to use during and outside normal hours of work and whether or not the use is on an individual's own device or one owned by the school, and whether at home, in school or from a remote working location.

What is GenAI?

Artificial Intelligence (AI) is a broad term used to describe digital technologies that can perform tasks that would normally require human thinking. AI systems use algorithms — sets of instructions that tell a computer what to do and how to do it — to process information and generate outputs such as predictions, recommendations, decisions or digital content.

In a primary school context, AI may include tools that generate text, images, audio or other content, as well as technologies that support teaching, learning, accessibility, administration and school operations. Generative AI is a specific type of AI that can create new content in response to a prompt. A prompt is the question, instruction or information provided by a user to an AI system to guide what it produces. For example, a teacher might prompt an AI tool to "suggest five age-appropriate questions about the water cycle for Year 4 pupils."

AI does not replace the professional judgement, expertise or relationships of teachers and school staff. Any use of AI within the school should support positive outcomes for children, be age-appropriate and purposeful, and be undertaken safely, responsibly and in accordance with safeguarding, data protection, copyright and other relevant legal and school requirements.

Potential Benefits:

Artificial Intelligence (AI) has the potential to support and enhance teaching, learning and the effective running of the school when used appropriately, safely and with a clear educational or operational purpose. AI may be used by staff to support lesson planning, resource

creation, differentiation, accessibility, administrative tasks and the development of ideas, helping to reduce workload and create more time for meaningful interaction with pupils. It may also support pupils' learning by developing digital literacy, encouraging critical thinking and helping children understand how AI is used in the wider world. Any use of AI will complement, rather than replace, the professional knowledge, judgement and relationships of teachers and other staff. AI-generated content and outputs will be appropriately checked for accuracy, suitability and bias, and its use will always take account of pupils' age, developmental needs, safeguarding, data protection, intellectual property and wellbeing. The school will evaluate the impact and value of AI use to ensure that it contributes positively to the educational outcomes and experiences of pupils.

Acceptable Uses:

AI may be used by appropriately trained staff to support activities such as:

- generating ideas for lessons, activities, questions, quizzes and resources;
- adapting or differentiating resources to meet the needs of individual learners;
- creating accessible materials and supporting inclusion;
- developing examples, explanations, stories or images to support teaching and learning;
- assisting with routine administrative tasks, such as drafting communications, timetables or meeting materials;
- supporting staff with professional development, research and brainstorming;
- helping pupils develop an age-appropriate understanding of AI, including its opportunities, limitations and potential risks;
- supporting pupils to develop digital literacy, critical thinking and the ability to question and evaluate information.

All AI-generated content must be reviewed by a member of staff before it is used or shared. Staff remain responsible for checking that content is accurate, appropriate, unbiased and suitable for the age and needs of pupils. DfE guidance specifically identifies lesson plans, activities, questions, quizzes, images, communications and timetables as examples of potential uses of generative AI.

Unacceptable Uses

AI must not be used in ways that could compromise the safety, privacy, wellbeing, dignity or educational opportunities of pupils or staff. Unacceptable uses include:

- entering personal, sensitive or confidential information about pupils, families or staff into an AI tool unless the tool has been approved by the school and its use has been confirmed as compliant with data protection requirements;
- using AI to make decisions about pupils, including decisions relating to safeguarding, behaviour, attainment, SEND provision, admissions or exclusions, without appropriate human oversight and established school procedures;
- relying on AI-generated information without checking its accuracy, relevance and appropriateness;
- using AI to create content that is discriminatory, offensive, harmful, misleading or inappropriate for children;
- allowing pupils to access AI tools that have not been approved by the school or that do not meet applicable age requirements;
- using AI to replace professional teacher judgement or meaningful teacher-pupil interaction;

- submitting AI-generated work as a pupil's own work where this does not reflect the pupil's learning, effort or understanding;
- using AI to circumvent assessment, homework or other activities designed to assess a pupil's knowledge, skills or understanding;
- copying or reproducing copyrighted material through AI without appropriate consideration of intellectual property rights;
- using AI-generated images, audio or video of pupils or staff without appropriate consent, authorisation and safeguarding consideration.

The school will ensure that any AI tool adopted for use is appropriately assessed and approved, taking account of safeguarding, data protection, intellectual property, accuracy, bias, age appropriateness and the potential impact on children's cognitive, emotional and social development. Staff should seek advice from the school's designated AI lead (Rebecca Summers), Data Protection Officer (Sarah Peach/Natalie Holford) or relevant safeguarding lead (Lisa Francis/Rebecca Shale) where there is uncertainty about whether a proposed use is appropriate. DfE guidance states that AI use should be carefully planned and aligned with safeguarding, data protection and product safety requirements.

The school will regularly review its use of AI to ensure that it remains purposeful, safe and beneficial. In line with Ofsted's current approach, the school does not consider the use of AI to be an end in itself; decisions about AI will be evaluated according to whether they support the best interests, outcomes and experiences of children.

Refer to the behaviour, child protection and safeguarding and online safety policies for information regarding sanctions.

Training and Support:

The school has provided training sessions to help adult users understand responsible GenAI usage and the potential implications of AI-generated content.

Users are aware that their interactions with AI tools may be monitored to ensure compliance with this policy. Teachers and administrators may review AI-generated content to maintain academic integrity.

As a school, we uphold the principle that when we have any doubt about the ethics, lawfulness, accuracy of outputs, copyright, or confidentiality of information, we will not use GenAI.

Privacy and Data Security:

The school is committed to protecting the privacy, confidentiality and security of pupils, families, staff and other members of the school community when using Artificial Intelligence (AI). AI tools must be used in a way that complies with applicable data protection legislation and the school's existing data protection, safeguarding and acceptable-use policies.

Personal Information

Staff and pupils must not enter confidential or personally identifiable information into AI tools unless the tool has been approved by the school and its use has been assessed as appropriate.

Personal information includes, but is not limited to:

- pupils' names, addresses, contact details or photographs;
- dates of birth or other identifying information;

- pupil records, assessment information or individual learning plans;
- safeguarding, medical, behavioural or pastoral information;
- information about families or staff;
- passwords, login details or security information; and
- any information that could identify an individual when combined with other information.
- Where AI is used for educational activities, staff should use anonymised, fictional or non-identifiable information wherever possible.

Data Handling

Only AI tools approved by the school should be used to process school-related information. Staff must consider what information an AI tool collects, how it is stored and used, whether it is shared with third parties, and how long it is retained.

The school will:

- assess AI tools for privacy and data-protection risks before approving their use;
- ensure that appropriate contracts, safeguards and data-processing arrangements are in place where required;
- restrict access to personal information to those who need it;
- ensure that information is stored and transferred securely;
- regularly review approved AI tools and their privacy and security arrangements; and
- provide staff with appropriate guidance and training on safe AI use.

AI-generated outputs must also be handled securely. Staff should not copy confidential information from an AI system into documents, emails or other systems unless they are authorised to do so and appropriate security measures are in place.

Privacy Notices

The school will provide clear and accessible privacy information explaining how personal data may be used in connection with AI. Privacy notices will be reviewed and updated when the school introduces significant new AI uses or changes how personal information is processed.

Where appropriate, privacy information will explain:

- why AI is being used;
- what personal information is collected or processed;
- the purpose and legal basis for processing;
- who the information may be shared with;
- how long information is retained;
- the rights of individuals in relation to their personal data; and
- who to contact with questions or concerns about privacy.

Responsibilities

All staff are responsible for using AI in accordance with this policy and must report suspected data breaches, accidental disclosure of information or other privacy concerns promptly through the school's established reporting procedures.

Pupils should be taught not to share personal or private information with AI systems and to seek help from a trusted adult if an AI tool asks for information that they are unsure about sharing.

Review and Revisions

This policy will be reviewed annually and may be updated to reflect new technologies and practices.