



ARTIFICIAL INTELLIGENCE POLICY

March 2026

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Author:	Assistant Head (Curriculum)
Reviewed by:	Headteacher
Issue to staff:	Y/ N
Website:	Y/ N

1. Purpose of this policy

The purpose of this policy is to ensure that AI is used safely, fairly and in a way that supports learning rather than replacing it, ensuring that the school complies with privacy regulations and protects student data. The aim is to make AI a helpful learning tool while preventing fraud, protecting privacy and ensuring fair education for all.

2. Definitions

2.1 Artificial Intelligence (AI) technology is already widely used in both commercial and everyday applications, and its influence is anticipated to grow exponentially, impacting almost all industries and job sectors including education. Generative AI refers to technology that can be used to create new content based on large volumes of data that models have been trained on from a variety of sources.

2.2 AI is an integral part of the modern world and offers numerous opportunities for enhancing teaching, learning, and administrative processes. This policy establishes guidelines for the responsible and effective use of AI within the school. By embracing AI technology, the school aims to:

- Enhance academic outcomes and educational experiences for pupils
- Support teachers in managing their workload more efficiently
- Educate staff and pupils about safe, responsible and ethical AI use
- Incorporate AI as a teaching and learning tool to develop AI literacy
- Prepare staff and pupils for a future in which AI technology is integral
- Promote equity in education through personalised learning support
- Improve and streamline school operations to maximise efficiency

2.3 All users of AI will comply with applicable laws and policies including 'Keeping Children Safe in Education', intellectual property and data protection guidance. The school prioritises safeguarding and will not knowingly use AI that risks pupil safety or privacy. Staff will not allow or cause intellectual property, including pupils' work, to be used to train generative AI models without appropriate consent. This policy aligns with the Department for Education's guidance 'Generative Artificial Intelligence in Education' and will be reviewed annually.

3. Responsibilities

3.1 This policy applies to all staff, including temporary staff, consultants, governors, volunteers, and contractors, as well as pupils (with staff guidance). All staff must read and understand this policy before using any AI technology.

3.2 Key roles and responsibilities include:

2.2.1 **Senior Leadership Team** - leads AI policy

2.2.2 **DSL** - monitors and responds to any AI safeguarding issues

2.2.3 **Network Manager** - monitors compliance

2.2.4 **Data Protection Officer** - advises on data protection in AI use

2.2.5 **ICT Support** - provides technical support and guidance

2.2.6 **GDPR Governor will also be the link AI Governor** - provides Governor oversight

3.4 The Senior Leadership Team will review the educational and operational impact of AI use annually, consider outcomes, equity, workload, safeguarding and curriculum intent.

3.5 Any concerns or incidents related to AI will be logged, monitored, reviewed and reported to Governors Resources Committee as part of the school's self-evaluation and safeguarding processes.

4. Use of AI by staff

4.1 Staff may use AI based tools to assist in their work, such as marking, feedback, report writing, lesson planning and professional development. AI tools must complement professional judgement, not replace it. Examples of appropriate AI use include generating lesson ideas, supporting marking of objective responses and identifying pupil learning gaps. AI generated feedback must always be reviewed by staff before sharing with pupils.

4.2 Staff remain responsible for the quality and content of AI generated output and will receive training on effective and ethical AI integration.

4.3 Staff must disclose where AI has been used for personal gain, breach of the Staff Code of Conduct or School Values, or in contravention of laws.

4.4 All AI tools or platforms must be approved by the Network Manager and Data Protection Officer before use. A risk assessment and DPIA will be completed where appropriate.

5. Use of AI by pupils and potential misuse

5.1 The school ensures pupils are protected from harmful online content, including AI generated material. AI tools will be age appropriate, and risk assessed by the IT Team and DSL.

5.2 Pupils may explore AI based projects to support learning and creativity, with guidance on responsible use, data privacy and the social impact of AI.

5.3 Pupils must not enter personal or identifying data into AI tools. AI education will be embedded in the curriculum to help pupils critically assess AI generated content.

5.4 Pupils will be taught the responsible and ethical use of AI and discouraged from using AI to plagiarise or complete assignments dishonestly.

5.5 Pupils will also learn about misuse risks such as impersonation and deception via AI. methods.

5.6 The school will follow JCQ and exam board guidance regarding AI in assessments.

6. Educating pupils in the safe use of AI

The school will actively educate pupils about the safe, ethical and responsible use of Artificial Intelligence. This will include awareness of the benefits and limitations of AI tools, understanding how AI systems generate content and recognising potential risks such as misinformation, bias, or impersonation. Pupils will be encouraged to think critically about AI outputs and to use such tools to support, but not replace, their own thinking and creativity. Awareness and skills development will be embedded across the curriculum and through PSHE , assemblies or targeted sessions where appropriate. An implementation plan will be put in place to address, implement and review pupil awareness and understanding in the safe use of AI tools.

7. Ethical use of AI

7.1 AI systems will be used cautiously, with awareness of limitations, bias and accuracy:

- Bias - AI outputs may reflect data biases and result in discrimination
- Accuracy - Information may be inaccurate and must be verified
- Currency - Some AI models rely on outdated data and may omit recent developments

7.2 AI assisted recommendations or decisions must always be transparent and open to human review, and pupils and staff must be able to question or contest AI generated outputs.

8. Data Protection implications of using AI

8.1 Any data entered into a generative AI model is no longer private or secure. Staff and pupils must not input personal or sensitive information into AI systems.

8.2 The IT Team in consultation with the DPO (Judicium) should conduct a Data Protection Impact Assessment (DPIA) where required, following the school's Data Protection Policy.

8.3 A DPIA will consider fairness, proportionality, risks to rights and freedoms, bias, accuracy, human oversight and potential security threats.

9. Cyber security

The school will maintain robust cybersecurity controls to ensure AI systems function safely. Measures include:

- Encryption, updates, and access controls
- Oversight of system changes and incident responses
- Security evaluation of all AI tools before adoption
- Staff and pupil awareness of AI related cybercrime, including deepfakes.

10. Safeguarding

10.1 The school recognises that safeguarding is of paramount importance when implementing and using Artificial Intelligence (AI) technologies. The school is committed to ensuring that all AI systems, platforms and tools used by staff and pupils uphold the highest standards of child protection, in accordance with the statutory guidance in 'Keeping Children Safe in Education'.

10.2 The use of AI in school must not expose pupils to harmful, inappropriate or illegal content. Any AI tools used will be assessed for age appropriateness and educational suitability and the school will maintain appropriate filtering and monitoring systems to detect and prevent exposure to harmful AI generated material.

10.3 Staff will receive training on AI related safeguarding risks, including awareness of deepfakes, impersonation, misinformation, and the potential misuse of AI to deceive or manipulate individuals.

10.4 The Designated Safeguarding Lead (DSL) will take responsibility for monitoring and responding to any safeguarding issues arising from the use of AI within the school.

10.5 Pupils will be taught how to use AI tools safely, responsibly and ethically, including how to identify and report harmful or misleading AI generated content. They will be reminded not to share personal, sensitive, or identifying information with any AI tools or platforms.

10.6 Any safeguarding concerns linked to the use of AI including exposure to inappropriate material, online grooming attempts, or misuse of technology must be reported immediately to the DSL following the procedures outlined in the school's Child Protection and Safeguarding Policy.

11. Examinations and Assessments

- 11.1 The school will comply with all guidance issued by the Joint Council for Qualifications (JCQ) and examination boards regarding the use of Artificial Intelligence in assessments.
- 11.2 Pupils will be informed about what constitutes acceptable and unacceptable use of AI in coursework and controlled assessments. Teachers will reinforce expectations that all work submitted for assessment must be the pupil's own and must comply with the rules set by exam boards.
- 11.3 Staff involved in assessments will receive guidance on identifying potential AI misuse and on appropriate reporting and investigation procedures. The school will update this section in line with any future changes to JCQ or government guidance.
- 11.4 Supporting Documentation
 - JCQ: Artificial Intelligence Guidance
<https://www.jcq.org.uk/exams-office/malpractice/artificial-intelligence>
 - JCQ Guidance: AI Use in Assessments (April 2025)
https://www.jcq.org.uk/wp-content/uploads/2025/04/AI-Use-in-Assessments_Apr25_FINAL.pdf

12. Breach of this policy

- 12.1 Breaches of this policy by staff will be managed in line school HR policies. Where formal disciplinary action is deemed to be appropriate, the school will follow the Disciplinary Procedure. Breaches may also include
 - Occurrences outside of working hours
 - Occurrences involving school or personal devices, at home, in school or from a remote working location
- 12.2 Staff must co-operate with any investigation into a suspected breach of this policy, which may include providing access to relevant AI tools, accounts, or login details.
- 12.3 Any suspected breach of this policy, by yourself or another member of staff, must be reported immediately to the Headteacher or a member of the Senior Leadership Team.
- 12.4 Breaches of this policy by pupils found to be misusing AI technologies will be dealt with under schools policy and by following relevant and latest guidance from the DFE and external bodies, such as JCQ.