

Safe and Appropriate Use of Artificial Intelligence (AI)

April 2026

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1. Purpose of this Policy

The purpose of this policy is to ensure that all pupils, staff, governors, and visitors understand how Artificial Intelligence (AI) can be used safely, ethically, and effectively within our school. This policy supports the school's safeguarding duties, data protection responsibilities, and commitment to high-quality teaching and learning.

AI technologies can offer significant benefits, but they must be used responsibly, particularly in a primary school setting where pupils require high levels of protection and guidance.

2. Scope

This policy applies to:

- All staff (teaching and non-teaching)
- All pupils
- Governors and volunteers
- Contractors and visitors using school systems
- Any personal devices used for school-related tasks

It covers all AI tools, including generative AI (e.g chatbots, image generators), adaptive learning platforms, automated marking tools, and any emerging technologies used within the school.

3. Principles for Safe and Ethical AI Use

The school follows the principles set out in UK government guidance:

- Safety first: AI must never compromise pupil safety or wellbeing.
- Human oversight: AI should support—not replace—professional judgement.
- Transparency: Staff and pupils should understand when and why AI is being used.
- Data protection: AI tools must comply with UK GDPR and school data policies.
- Fairness and inclusion: AI must not reinforce bias or disadvantage any pupil.
- Age-appropriateness: Pupils should only access AI tools that are suitable for their age and developmental stage.

4. Acceptable Use of AI by Staff

Staff may use AI to support teaching, planning, and administration, including:

- Generating lesson ideas or resources
- Drafting administrative documents
- Creating differentiated materials
- Supporting assessment (e.g., generating question banks)
- Analysing anonymised data to inform teaching

Staff must ensure:

- AI outputs are checked for accuracy, bias, and appropriateness
- No personal data about pupils, parents, or staff is entered into AI tools unless approved by the school's Data Protection Officer (DPO)
- AI is used to enhance—not replace—professional judgement
- AI-generated content is adapted to meet the needs of pupils

Staff must not:

- Upload pupil work containing identifiable information
- Use AI to make decisions about individual pupils
- Use AI tools that have not been approved by the school leadership

5. Use of AI by Pupils

Pupils may use AI tools only when:

- The activity is planned and supervised by staff
- The tool is age-appropriate and approved by the school
- The learning intention is clear and supports the curriculum

Pupils must be taught:

- How AI works at an age-appropriate level
- That AI can make mistakes
- To think critically about AI-generated information
- To use AI safely and respectfully

Pupils must not:

- Enter personal information into AI tools
- Use AI to complete work dishonestly
- Use AI tools unsupervised unless specifically permitted

6. Data Protection and Privacy

The school will:

- Conduct Data Protection Impact Assessments (DPIAs) for any AI system that processes personal data
- Ensure AI providers meet UK GDPR requirements
- Minimise data sharing and anonymise data wherever possible

Staff must follow the school's Data Protection Policy at all times.

7. Safeguarding Considerations

AI tools must not expose pupils to:

- Inappropriate content
- Unsafe online interactions
- Misleading or harmful information

Staff must report any safeguarding concerns arising from AI use to the Designated Safeguarding Lead (DSL).

8. Misuse of School Images and Digital Content

The school recognises the increasing risk of images being taken from school websites or social media and altered using AI tools (e.g., deepfakes, image manipulation).

To protect our community:

- The school will minimise the number of identifiable pupil images published online
- Parents will be informed about how images may be used
- Staff will monitor for inappropriate or unauthorised use of school images
- Any suspected misuse will be reported to the DSL, DPO, and—where necessary—law enforcement

Pupils will be taught, in an age-appropriate way, about:

- How images can be altered using AI
- Why they should be cautious about sharing photos online
- How to report concerns

9. Staff Training

All staff will receive training on:

- Safe and ethical AI use
- Data protection requirements
- Recognising AI-generated misinformation
- Supporting pupils to use AI responsibly

Training will be updated annually or when new technologies emerge.

10. Monitoring and Review

The school leadership team will:

- Review AI tools used in school annually
- Monitor the impact of AI on teaching, learning, and safeguarding
- Update this policy in line with new government guidance