

Shottery St Andrew's CE Primary School



This policy is underpinned by our school vision based on the scripture,
'Let your light shine before others, that they may see your good deeds and glorify your Father in
heaven.' Matthew 5:16

AI Policy

Date adopted by Governors:	September 2026
Date for policy review:	September 2027
Person responsible for review:	Headteacher
Signed by Chair of Governors	<i>L Cranelly</i>

1. Aims

This policy establishes the safe, ethical and effective use of artificial intelligence (AI) across the school.

At Shottery St Andrew's CofE Primary School, we understand the valuable potential that artificial intelligence (AI), including generative AI, holds for schools. For example, it can be used to enhance pedagogical methods, customise learning experiences and reduce teacher workload.

We are also aware of the risks posed by AI, including data protection breaches, copyright issues, ethical complications, safeguarding and compliance with wider legal obligations, as well as our desire to provide a curriculum that is grounded in the latest research.

Therefore, the aim of this policy is to establish guidelines for the ethical, secure and responsible use of AI technologies across our whole school community.

This policy covers the use of AI tools by school staff, governors and pupils.

Our aims for AI use at Shottery St Andrew's CofE Primary School are to:

- 1 Support staff in reducing workload and improving efficiency, allowing more time for direct student support.
- 2 Enhance teaching and learning by creating personalised resources that cater to our pupils' needs.
- 3 Equip pupils with the digital literacy skills needed to navigate a future where AI is integral, whilst keeping safeguarding at the forefront.
- 4 Ensure all AI use is ethical, secure, and compliant with GDPR and safeguarding regulations.

4.1 Definitions

This policy refers to both 'open' and 'closed' generative AI tools. These are defined as follows:

- Open generative AI tools are accessible and modifiable by anyone. They may store, share or learn from the information entered into them, including personal or sensitive information
- Closed generative AI tools are generally more secure, as external parties cannot access the data you input

2) Legislation informing this Policy

This policy reflects good practice guidelines/recommendations in the following publications:

- AI regulation white paper, published by the Department for Science, Innovation and Technology, and the Office for Artificial Intelligence
- Generative artificial intelligence (AI) and data protection in schools, published by the Department for Education (DfE)
- This policy also meets the requirements of the:
- UK General Data Protection Regulation (UK GDPR) – the EU GDPR was incorporated into UK legislation, with some amendments, by The Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2020
- Data Protection Act 2018 (DPA 2018)
- Generative AI: product safety standards DfE 2026

3) Roles and Responsibilities

3.1 Governing board

The governing board will:

- Take overall responsibility for monitoring this policy and holding the headteacher to account for its implementation in line with the school's AI strategy
- Ensure the headteacher is appropriately supported to make informed decisions regarding the effective and ethical use of AI in the school
- Adhere to the guidelines below to protect data when using generative AI tools:
 - Use only approved AI tools (see section 4)
 - Seek advice from the data protection officer /Computing lead and the designated safeguarding lead, as appropriate
 - Check whether they are using an open or closed generative AI tool
 - Ensure there is no identifiable information included in what they put into open generative AI tools
 - Acknowledge or reference the use of generative AI in their work
 - Fact-check results to make sure the information is accurate

3.2 Headteacher

The headteacher alongside other responsible staff (e.g. Computing Lead and linked Senior Leader) will:

- Take responsibility for the day-to-day leadership and management of AI use in the school
- Liaise with the data protection officer (DPO) to ensure that the use of AI is in accordance with data protection legislation
- Liaise with the DSL to ensure that the use of AI is in accordance with Keeping Children Safe in Education and the school's child protection and safeguarding policy.
- Ensure that the guidance set out in this policy is followed by all staff
- Review and update this AI policy as appropriate, and at least annually
- Ensure staff are appropriately trained in the effective use and potential risks of AI
- Make sure pupils are taught about the potential risks of AI
- Sign off on approved uses of AI, or new AI tools, taking into account advice from the DPO, AI lead, and data protection impact assessments.

3.3 Data protection officer (DPO)

The data protection officer (DPO) is responsible for monitoring and advising on our compliance with data protection law, including in relation to the use of AI.

3.4 Designated safeguarding lead (DSL)

The DSL is responsible for monitoring and advising on our compliance with safeguarding requirements including in relation to the use of AI, such as:

- Being aware of new and emerging safeguarding threats posed by AI
- Updating and delivering staff training on AI safeguarding threats
- Responding to safeguarding incidents in line with Keeping Children Safe in Education (KCSIE) and the school's child protection and safeguarding policy

- Understanding the filtering and monitoring systems and processes in place on school devices

The school's DSL is Louise Withers. Clair Reeves, Carrie Hill, Sara Johnston and Louise Williams are trained DSLs and act as Deputies.

3.5 All staff

As part of our aim to reduce staff workload while improving outcomes for our pupils, we encourage staff to explore opportunities to meet these objectives through the use of approved AI tools. Any use of AI must follow the guidelines set out in this policy.

To protect data when using generative AI tools, staff must:

- Use only approved AI tools (see section 4)
- Seek advice from the data protection officer, as appropriate
- Report safeguarding concerns to the DSL in line with our school's child protection and safeguarding policy
- Check whether they are using an open or closed generative AI tool
- Ensure there is no identifiable information included in what they put into open generative AI tools
- Fact-check results to make sure the information is accurate

All staff play a role in ensuring that pupils understand the potential benefits and risks of using AI in their learning. All of our staff have a responsibility to guide pupils in critically evaluating AI-generated information and understanding its limitations.

3.6 Pupils

Pupils must:

Follow the guidelines set out in section 5 of this policy ('Use of AI by pupils')

4) Staff Use of AI

4.1 Approved use of AI

We are committed to helping staff and governors reduce their workload. Generative AI tools can make certain written tasks quicker and easier to complete, but cannot replace the judgement and knowledge of a human expert.

Whatever tools or resources are used to produce plans, policies or documents, the quality and content of the final document remains the professional responsibility of the person who produced it.

The following AI tools are currently approved for use by staff for professional purposes at Shottery St Andrew's CofE Primary School:

- Microsoft Co-Pilot
- Gemini (Google)
- Canva AI
- Chalkie AI

To ensure data security and consistency, Microsoft Co-pilot is accessed via a secure Shottery Primary School account is the primary approved text-based generative AI tool for staff use. We permit the use of Microsoft Co-pilot via school accounts because our data is not used to train the public models, ensuring confidentiality. Staff must not use personal accounts for school work on public AI platforms (e.g., a personal ChatGPT account) where data privacy cannot be guaranteed.

Always consider whether AI is the right tool to use. Just because the school has approved its use doesn't mean it will always be appropriate.

4.2 Process for approval

Staff are welcome to suggest new ways of using AI to improve pupil outcomes and reduce workload. Staff should contact the headteacher or relevant leader to discuss any ideas they may have with regards to using AI, so the headteacher can take the suggestions forward if they deem it to be a satisfactory new method of working.

The headteacher is responsible for signing off on approved uses of AI, or new AI tools, taking into account advice from the AI lead or relevant leaders, the DPO and data protection impact assessments.

4.3 Data protection and privacy

To ensure that personal and sensitive data remains secure, no one will be permitted to enter such data into unauthorised generative AI tools or chatbots.

If personal and/or sensitive data is entered into an unauthorised generative AI tool, Shottery St Andrew's CofE Primary School will treat this as a data breach and will follow the personal data breach procedure outlined in our data protection policy.

4.4 Intellectual property

Most generative AI tools use inputs submitted by users to train and refine their models.

Pupils' work must not be used by staff to train generative AI models without appropriate consent or exemption to copyright.

Exemptions to copyright are limited – we will seek legal advice if we are unsure as to whether we are acting within the law.

4.5 Bias

We are aware that AI tools can perpetuate existing biases, particularly towards protected characteristics including sex, race and disability. For this reason, critical thought must be applied to all outputs of authorised AI applications. This means fact and sense-checking the output.

We will ensure we can identify and rectify bias or error by training staff in this area.

We also regularly review our use of AI to identify and correct any biases that may arise.

If parents/carers or pupils have any concerns or complaints about potential unfair treatment or other negative outcomes as a consequence of AI use, these will be dealt with through our usual complaints procedure.

4.6 Raising concerns

We encourage staff and governors to speak to the headteacher in the first instance if they have any concerns about a proposed use of AI, or the use of AI that may have resulted in errors that lead to adverse consequences or unfair treatment.

Safeguarding concerns arising from the use of generative AI must be reported immediately to the DSL in accordance with our school's child protection and safeguarding policy.

4.7 Ethical and responsible use

We will always:

- Use generative AI tools ethically and responsibly
- Remember the principles set out in our school's equality policy when using generative AI tools
- Consider whether the tool has real-time internet access, or access to information up to a certain point in time, as this may impact the accuracy of the output
- Fact and sense-check the output before relying on it

Staff and governors must not:

- Generate content to impersonate, bully or harass another person
- Generate explicit or offensive content
- Input offensive, discriminatory or inappropriate content as a prompt

5) Educating pupils about AI

At Shottery St Andrew's CofE Primary School, we acknowledge that pupils benefit from a knowledge-rich curriculum that allows them to become well-informed users of technology and understand its impact on society. Strong foundational knowledge will ensure that pupils develop the right skills to stay safe and will be taught as part of our Online Safety curriculum.

This will include:

- The law regarding the creation and use of digital content
- Age restrictions of AI sites (Gemini and Chat GPT are for pupils over the age of 13)
- The limitations, reliability and potential bias of generative AI
- How information on the internet is organised and ranked
- Online safety to protect against harmful or misleading content

6) Use of AI by pupils

Pupils at Shottery St Andrew's CofE Primary School are prohibited from using AI directly due to age restrictions.

7) Staff training

Staff will receive training on effective prompt engineering and the ethical risks of AI. This will be integrated into our regular CPD cycle to ensure everyone feels confident using these tools to reduce their workload.

8) Breach of policy

8.1 By staff

Breach of this policy by staff will be dealt with in line with our staff code of conduct.

Where disciplinary action is appropriate, it may be taken whether the breach occurs:

- During or outside of working hours
- On an individual's own device or a school device
- At home, at school or from a remote working location

Staff members will be required to co-operate with any investigation into a suspected breach of this policy. This may involve providing us with access to:

- The generative AI application in question (whether or not it is one authorised by the school)
- Any relevant passwords or login details

You must report any breach of this policy, either by you or by another member of staff, to the headteacher immediately.

8.2 By governors

Governors found in breach of this policy will be dealt with in line with usual processes relating to governor conduct.

8.3 By pupils

Any breach of this policy by a pupil will be dealt with in line with our behaviour policy and, if required, our child protection and safeguarding policy.

9) Monitoring and Transparency

AI technology, and the benefits, risks and harms related to it, evolves and changes rapidly. Consequently, this policy is a live document that must be kept updated by the Computing Lead in association with the relevant leader(s) whenever there is a significant change to either AI use by the school or the associated risks of AI usage.

This policy will also be regularly reviewed and updated to align with emerging best practices, technological advancements and changes in regulations.

The policy will be shared with the full governing board at least annually.

All teaching staff are expected to read and follow this policy.

The Computing Lead and the Senior Leadership Team will monitor the effectiveness of AI usage across the school.

We will ensure we keep members of the school community up to date on the use of AI technologies for educational purposes. As part of our regular surveys, feedback from pupils, parents/carers and staff will be considered in the ongoing evaluation and development of AI use in school.