

# Artificial Intelligence (AI) Use and Governance Policy



**Approved by:**

Finance and Resources Committee

**Date:** March 2026

**Last reviewed on:**

March 2026

**Next review due by:**

March 2027

## 1. Introduction

Artificial Intelligence (AI) is a powerful technology that is already transforming the way we work. Delivering efficiencies, improving effectiveness and empowering decision making. AI also poses significant challenges with ethical, legal and social implications. AI can make mistakes, introduce bias, misinterpret with potentially damaging consequences if left unchecked or used inappropriately. Therefore, we need to establish a clear and robust policy for the use of AI so that we exploit its opportunities while avoiding its pitfalls.

This policy aims to:

- Support the use of AI to enhance teaching and learning
- Support staff to explore AI solutions to improve efficiency and reduce workload
- Prepare staff, governors and pupils for a future in which AI technology will be an integral part
- Promote equity in education by using AI to address learning gaps and provide personalised support
- Ensure that AI technologies are used ethically and responsibly by all staff, governors and pupils
- Protect the privacy and personal data of staff, governors and pupils in compliance with the UK GDPR

AI tools are designed to support, not replace, professional judgement. AI must not be used to make safeguarding decisions, behavioural judgements, assessment decisions or decisions relating to pupil welfare without appropriate professional oversight in line with the Safeguarding and Child Protection Policy.

All safeguarding matters must be managed in accordance with the school's Safeguarding and Child Protection Policy.

## 2. Legislation and Guidance

This policy is informed by:

- Department for Education (2023, updated 2024) *Generative Artificial Intelligence (AI) in Education*
- Department for Education (2025) *Keeping Children Safe in Education*
- Department for Education (2023) *Filtering and Monitoring Standards for Schools and Colleges*
- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Information Commissioner's Office (ICO) *Guidance on Artificial Intelligence and Data Protection*
- National Curriculum Computing Programme of Study

### 3. 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.

### 4. Roles & Responsibilities

#### 4.1 Headteacher/ AI Lead

They are responsible for the day-to-day leadership, ownership 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
- Ensure that the guidance set out in this policy is followed by all staff
- Ensure staff are appropriately trained in the effective use and potential risks of AI
- Make sure pupils are taught about the effective use and potential risks of AI
- Sign off on approved uses of AI, or new AI tools, taking into account advice from the DPO and data protection impact assessments
- Review and update this AI policy as appropriate, and at least annually

#### 4.2 Designated Safeguarding Lead (DSL)

The designated safeguarding lead 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)

The safeguarding lead will ensure that AI-related safeguarding risks (e.g. deepfakes, AI-generated grooming, image manipulation, impersonation) are reflected within safeguarding training and risk assessment.

### 4.3 Online Safety Lead/ Computing Specialist

The online safety lead is responsible for supporting both the headteacher and safeguarding lead with monitoring and compliance of the AI policy as required, such as:

- Researching and advising on the use of new AI tools within school
- Supporting teaching staff with the use of AI tools for teaching and learning
- Ensuring pupils receive education on the appropriate use of AI
- Leading CPD for staff within school on the AI policy and use of AI tools

### 4.4 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.

### 4.5 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 Headteacher/ data protection officer 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 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.

### 4.6 Pupils

Pupils must:

Follow the guidelines set out in section 6 of this policy ('Use of AI by pupils')

## 5. Staff and governors use of AI

### 5.1 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.

Any plans, policies or documents created using AI should be clearly attributed. Any member of staff or governor using an AI-generated plan, policy or document should only share the AI-generated content with other members of staff or governors for use if they are confident of the accuracy of the information, as the content remains the professional responsibility of the person who produced it.

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.

Staff must critically review, edit and verify any AI-generated content before use. AI outputs must not be relied upon without professional evaluation.

Given how rapidly AI is evolving, this is a living document that is updated as and when we come across a new AI tool that we would like to approve for our school, and the approved uses for each tool. This list will be regularly updated to reflect tools used within school.

Approved Tools	Approved Uses
Oak Academy AI Lesson Planner (closed)	Support in Lesson Planning
Chat GPT (open)	Document writing, lesson planning, image creation, making resources
Canva AI (open)	Image Creation
TeachMate AI (closed)	Specifically designed for all area of education
Gemini by Google (open)	Web searches, administrative tasks

The list above reflects AI tools currently approved for use. Given the rapid development of AI technologies, this list is subject to change.

Approval of a tool does not remove the responsibility of staff to comply with data protection, safeguarding and professional standards.

The school may withdraw approval of any tool at any time if risks are identified.

## 5.2 Process for approval

Staff are welcome to suggest new ways of using AI to improve pupil outcomes and reduce workload. Staff should contact the online safety lead to discuss any ideas they may have with regards to using AI, so they can take it to the headteacher after researching and vetting of the tool.

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

## 5.3 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, the school will treat this as a data breach and will follow the personal data breach procedure outlined in our data protection policy.

Staff must not input into open generative AI tools under any circumstances:

- Safeguarding records
- Child protection concerns
- SEND documentation
- Assessment data
- Behaviour records
- Confidential parent communications

Where AI tools are integrated into school systems, a Data Protection Impact Assessment (DPIA) will be completed where required.

## 6. Educating pupils about AI

At Elsley 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 make the best use of generative AI. Within both the computing and PSHE curriculum, pupils are taught about the potential benefits of using AI tools to aid their learning, while also covering subjects such as:

- Creating and using digital content safely and responsibly
- 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

## 7. Use of AI by pupils

We recognise that AI has many uses to help pupils learn.

Pupils may use AI tools:

- As a research tool to help them find out about new topics and ideas
- When specifically studying and discussing AI in schoolwork, for example in IT lessons or art homework about AI-generated images

All AI-generated content must be properly attributed and appropriate for the pupils' age and educational needs. AI may also lend itself to cheating and plagiarism.

To mitigate this, pupils may not use AI tools:

- During assessments
- To write their homework or class assignments, where AI-generated text is presented as their own work
- To complete their homework, where AI is used to answer questions set and is presented as their own work (for example, maths calculations)

This list of AI misuse is not exhaustive.

Where AI tools have been used as a source of information, pupils should reference their use of AI. The reference must show the name of the AI source and the date the content was generated.

Pupils must consider what is ethical and appropriate in their use of AI and 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

Where misuse of AI constitutes academic dishonesty, it will be dealt with using Behaviour Policy.

Where misuse of AI involves safeguarding concerns (e.g. generation of harmful content, impersonation, exploitation), it will be managed under Safeguarding and Child Protection Policy.

## 8. Staff training

Staff will be offered regular opportunities for relevant CPD as appropriate and efforts made to ensure staff are kept up to date with developments in AI, and how they will be able to develop and improve their practice on a regular basis

## 9. Monitoring and Review

The impact of AI in school will be monitored termly by the Headteacher and Online Safety Lead.

This policy will be reviewed annually, or sooner if required due to legislative or technological changes.