

# AI POLICY

March 2026

We consider equality implications before and at the time that we develop policy and take decisions, not as an afterthought, and we keep them under review on a continuing basis. All policies are approved by the governing board and reviewed annually.



*But the plans of the Lord stand firm for ever, the purposes of his heart through all generations.*

*Psalm 33:11  
New International Version*

## 1. Introduction

Northaw CE Primary School recognises that Artificial Intelligence (AI) has the potential to enhance teaching, learning, leadership and administrative efficiency. AI can support staff by generating resources, adapting learning materials and providing insights that help identify pupils who may need additional support.

AI also introduces challenges and risks including issues relating to data protection, safeguarding, bias, intellectual property and the potential misuse of AI tools. This policy sets out how AI will be used safely, ethically and responsibly within our school.

## 2. Purpose of this Policy

- Ensure AI technologies are used ethically, safely and responsibly by all members of the school community
- Provide clear guidance for staff on the appropriate use of AI tools
- Protect pupils, staff and the wider school community from risks associated with AI
- Promote the safe and effective use of AI to enhance teaching, learning, leadership and administration
- Address challenges related to data privacy, bias and security
- Encourage continuous professional learning as AI technologies evolve

## 3. Related Policies

- Behaviour Policy
- Child Protection Policy
- Code of Conduct
- Data Protection Policy
- Online Safety Policy
- Social Media Policy

## 4. Scope

- All teaching, support, administrative and leadership staff
- Governors
- Peripatetic teachers, supply teachers, student teachers and contractors
- Volunteers working within the school
- Pupils (only where the school explicitly permits supervised use of age-appropriate AI tools with parental consent)

## 5. Glossary / Definitions

- Artificial Intelligence (AI): Computer systems that perform tasks normally requiring human intelligence
- Generative AI: AI that creates new content such as text, images or code

- Machine Learning (ML): Systems that learn from data to improve performance
- Personal Data: Information relating to an identifiable individual
- Ethical Use: Use of AI that respects rights, avoids harm and promotes fairness

## 6. Roles and Responsibilities

- Headteacher and Governing Board: Overall responsibility for implementation, monitoring and review of this policy
- AI Lead: Oversees AI use, compliance, staff training and risk assessments
- Data Protection Officer (DPO): Advises on GDPR compliance and data protection concerns
- Designated Safeguarding Lead (DSL): Ensures AI use aligns with safeguarding requirements and responds to concerns
- Network Manager / IT Support: Implements technical controls, filtering, monitoring and cyber security measures
- All Staff: Must follow this policy, use AI responsibly and report concerns promptly

## 7. Data Protection

Northaw CE Primary School is committed to full compliance with UK GDPR and the Data Protection Act 2018.

The school will:

- Avoid uploading personal data to generative AI tools unless explicitly permitted and risk assessed
- Ensure staff understand that many open AI tools store and learn from user inputs
- Conduct Data Protection Impact Assessments (DPIAs) for any AI tool that processes personal data
- Ensure data is stored securely, encrypted where appropriate and access is controlled
- Provide regular staff training on data protection and AI
- Maintain clear procedures for managing data breaches involving AI tools

Pupil work and personal data will never be uploaded to generative AI tools.

## 8. Safeguarding

AI use must comply with Keeping Children Safe in Education.

Northaw CE Primary School will:

- Risk assess all AI tools before use
- Ensure AI tools used by pupils are age appropriate and supervised
- Use filtering and monitoring systems to protect pupils from harmful content
- Train staff on AI-related safeguarding risks including deepfakes, impersonation and inappropriate content
- Ensure supply teachers and visitors are informed of relevant safeguarding expectations

- Maintain clear reporting routes for AI-related concerns to the DSL

## 9. Ethical Use

The school commits to:

- Fairness and non-discrimination: Regularly reviewing AI outputs for bias
- Human oversight: All AI-generated content must be checked, verified and adapted by staff before use
- Respect for intellectual property:
  - Pupil work must not be uploaded to AI tools unless consent is in place
  - Staff work must not be used to train AI models without permission
- Transparency: Staff must be open about their use of AI in planning, communication and resource creation
- Environmental responsibility: AI use should be purposeful and not excessive

## 10. Approved AI Tools and Example Uses

Northaw CE Primary School limits the use of AI to a small number of approved tools. This ensures that all tools have been risk assessed, align with safeguarding and data protection requirements and are used consistently across the school.

Only the tools listed below may be used for school purposes.

Aila (Oak National Academy)

- Supporting curriculum planning
- Generating teaching resources aligned with Oak curriculum materials
- Providing structured lesson content ideas

Restrictions: Designed for educators; pupils must not use directly. No personal data or pupil work may be uploaded. Staff must adapt materials to suit pupils' needs.

ChatGPT

- Idea generation for teaching activities
- Drafting classroom materials
- Rewriting or simplifying text
- Supporting staff CPD (e.g., explanations of concepts)

Restrictions: No personal data or pupil work may be uploaded. Only staff may use ChatGPT; pupils must not access it. Staff must verify accuracy and check for bias.

Google Gemini

- Generating teaching resources and lesson ideas
- Supporting staff CPD through explanations and subject knowledge refreshers
- Summarising or adapting text for different reading levels

- Assisting with administrative drafting tasks

Restrictions: No personal data or pupil work may be uploaded. Only staff may use Gemini; pupils must not access it. Staff must review outputs for accuracy, appropriateness and bias.

Microsoft Copilot

- Generating lesson plans and teaching resources
- Summarising documents
- Adjusting text for different reading levels
- Drafting reports or communications

Restrictions: No personal data or pupil work may be uploaded. Staff must review and edit all outputs. Use only via school-approved Microsoft accounts.

## 11. Staff Training

Northaw CE Primary School will provide:

- Annual training on AI safety, ethics, GDPR and safeguarding
- Additional training when new tools are introduced
- Updates when DfE or ICO guidance changes
- Reminders through staff meetings and internal communications

Training will include:

- Benefits and limitations of AI
- Risks such as bias, hallucinations and misuse
- How to check and adapt AI-generated content
- How to report concerns

## 12. Teaching Pupils About AI

The school will:

- Teach pupils (from Year 4 or as appropriate) what AI is and how it works at a basic level
- Explain age restrictions on AI tools and why they exist
- Teach pupils how to report concerns about AI content or online interactions
- Integrate AI awareness into computing and online safety lessons

Pupils will not use generative AI tools unless:

- The tool permits under-13 use with consent
- A risk assessment has been completed
- Use is supervised by staff

### 13. Reporting Concerns / Incident Management

Concerns must be reported immediately:

- Safeguarding concerns → DSL
- Data protection concerns → DPO
- Technical or cyber security issues → Network Manager

Incidents will be:

- Logged
- Investigated
- Escalated where necessary
- Reported to external agencies if required (e.g., ICO or police)

### 14. Monitoring and Review

Northaw CE Primary School will:

- Monitor the effectiveness of this policy through feedback, incident logs and audits
- Review the policy yearly or sooner if:
  - DfE guidance changes
  - New risks emerge
  - New AI tools are introduced
- Consult staff, governors and parents where appropriate
- Keep records of all updates and communicate changes clearly

### Appendix: Staff AI Use Checklist

- Do not input personal data unless explicitly permitted
- Do not upload pupil work or staff intellectual property without consent
- Check all AI outputs for accuracy, bias and appropriateness
- Edit and personalise AI-generated content
- Be transparent about your use of AI
- Ensure you have read and understood the AI policy