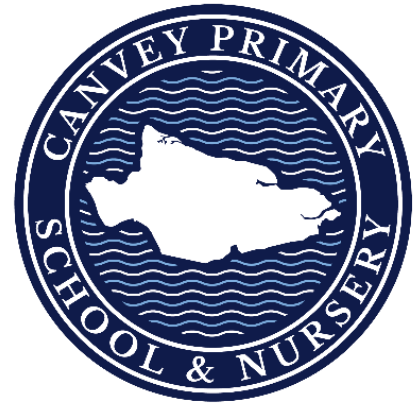




AI POLICY

Reviewed: July 2025

Review date: November 2026

AI Policy

1. Purpose

This policy sets out how our school uses Artificial Intelligence (AI) to enhance learning while protecting the wellbeing, privacy, and safety of every child.

Our aim is to ensure that all AI use is ethical, transparent, age-appropriate and fully aligned with our safeguarding responsibilities.

2. What Is AI?

Artificial Intelligence (AI) refers to computer systems that can perform tasks that normally require human intelligence — such as recognising patterns, generating text/ images or answering questions.

At our school, AI may be used to:

- Support teachers in lesson planning and resource creation
- Provide age-appropriate learning tools to help children practise skills
- Encourage creativity and curiosity through supervised activities

All AI use will be guided and monitored by staff, ensuring it supports, not replaces, high-quality teaching and personal interaction.

3. Our Principles

We believe that:

- **Human connection comes first.** AI supports learning but does not replace teachers, parents or friends.
- **Safeguarding and safety are central.** All AI use must comply with the school's safeguarding, online safety and data protection policies.
- **Privacy is protected.** No personal or identifiable student information will be shared with AI systems unless authorised by the Headteacher and parents.
- **Transparency matters.** Students and parents will always be told when AI is being used and for what purpose.
- **Critical thinking is key.** Children will learn that AI can make mistakes and cannot understand feelings or context like a human can.

4. Safeguarding and Online Safety

The use of AI in school will always prioritise children's safety and wellbeing.

- All AI tools must be vetted and approved by the school's Designated Safeguarding Lead (DSL) or Senior Leadership Team before use.
- AI must never be used to collect or process sensitive personal data about students.
- Children will be taught how to use AI safely and responsibly as part of our Digital Citizenship and Online Safety curriculum.
- Staff will receive guidance on recognising and managing any safeguarding concerns that arise from AI use.
- Any inappropriate or harmful content generated by AI tools will be reported and managed under the school's safeguarding procedures.

5. Use of AI in School

- AI may be used by staff to support learning, assessment and administration.
- Students may access AI tools only under teacher supervision and for approved educational purposes.
- Students must not use AI to complete assignments dishonestly or misrepresent AI-generated work as their own.
- AI systems used in school must be age-appropriate, secure and consistent with the school's Safeguarding, Data Protection and Acceptable Use policies.

Approved AI Tools

To ensure safety, consistency and quality of educational outcomes:

- Staff are permitted to use **TeachMate AI** and **Microsoft CoPilot** to support teaching and learning; but must never enter or share any personal or identifiable information about students.
- Students may use only age-appropriate educational AI tools that have been approved by the school's Senior Leadership Team and Designated Safeguarding Lead.
- Suitable AI tools for children (under staff supervision) include:
 - *Scratch (creative coding and storytelling)*
 - *Times Tables Rock Stars (math practice)*
 - [Quick, Draw!](#)
 - [Magic Sketchpad](#)

- [Semantris](#)
- [A.I. DUET](#)

All new AI applications must be reviewed and approved before classroom use.

6. Wellbeing and Emotional Safety

If students ever feel worried, upset or unsure about something, they should always speak to a trusted adult - such as a teacher, parent, or school counsellor - not to an AI tool.

AI cannot offer emotional understanding, empathy or genuine support.

Teachers will remind students that seeking help from people is always the right choice.

7. Home Use

Families are encouraged to:

- Supervise AI use at home
- Discuss how AI works, including its benefits and risks
- Remind children that not everything AI says is correct or appropriate
- Encourage children to talk to an adult if they see or read something online that makes them uncomfortable

8. Review and Monitoring

This policy will be reviewed annually, or sooner if new technologies emerge or safeguarding guidance changes.

The review will be led by the Designated Safeguarding Lead and the Senior Leadership Team, with input from staff, parents and governors.