The Reddings

PRIMARY AND NURSERY SCHOOL

POLICIES, GUIDANCE AND PROCEDURES

ARTIFICIAL INTELLIGENCE (AI) POLICY

Date Implemented: June 2026

Review Period: Annually

Responsibility: Headteacher

Next Review: June 2027

working in partnership to promote excellence in teacher education

ARTIFICIAL INTELLIGENCE (AI) POLICY

Aims and Scope

The Reddings Primary School recognises the potential of artificial intelligence (AI), including generative AI, to support teaching, learning and school operations. AI can enhance educational methods, reduce workload, and prepare pupils for a future where AI is increasingly used.

This policy sets out expectations for the ethical, safe and responsible use of AI in our school community. It applies to all staff, governors, pupils, and third parties working on behalf of the school.

Definitions

For the purposes of this policy, AI refers to computer systems able to perform tasks that normally require human intelligence. This includes generative AI tools such as ChatGPT, Google Gemini and image/video generators. Open AI tools are publicly accessible online services. Closed AI tools are restricted systems provided for internal or educational use.

Aims and Scope

The Reddings Primary School recognises that artificial intelligence (AI) brings opportunities for innovation, creativity and efficiency, but also introduces risks that must be carefully managed. This policy applies to all staff, governors, pupils, and third parties using AI tools for school-related purposes, whether on or off site.

Principles

Our approach to AI use is guided by the following principles:
- Safety and security: AI tools must be safe, secure, and not expose staff or pupils to harm.
- Transparency: Staff and pupils should understand when and how AI has been used.
- Fairness: AI tools must be used in ways that avoid bias and discrimination.
- Accountability: Human judgement must always oversee AI outputs. AI supports decision-making but does not replace it.
- Safeguarding: AI use must never compromise pupil, staff or stakeholder welfare and must align with our safeguarding duties.
- Data protection: Personal and sensitive data must not be entered into unauthorised AI tools.

Legislation and Regulatory Principles

AI use in this school must comply with UK GDPR, the Data Protection Act 2018, and safeguarding requirements. Our approach is also informed by the UK Government's AI White Paper, which sets out principles of safety, transparency, fairness, accountability, and contestability.

Roles and Responsibilities

Governing board
- Approve and oversee the AI policy.
- Monitor implementation and hold the headteacher to account.
- Ensure AI use is ethical, responsible and legally compliant.

AI Lead (can be combined with another leadership role)
- Coordinate safe and effective use of AI across the school.
- Ensure staff and pupils are trained and supported.

Headteacher / senior leadership team
- Provide leadership and oversight of AI use.
- Approve new uses of AI, taking advice from the DPO and safeguarding lead where appropriate.
- Ensure staff and pupils receive guidance and training.

Data protection officer (DPO)
- Advise on compliance with UK GDPR and the Data Protection Act 2018.
- Review data protection impact assessments (DPIAs) for new AI tools.

Designated safeguarding lead (DSL)
- Monitor safeguarding risks linked to AI use.
- Ensure staff and pupils are aware of safeguarding risks associated with AI.

All staff
- Use only approved AI tools for school purposes.
- Ensure outputs are checked, accurate and appropriate before use.
- Never input personal or sensitive data into unapproved AI tools.
- Report any safeguarding concerns to the DSL.

Pupils
- Follow school guidance on AI use.
- Use AI only for approved learning purposes.
- Never use AI to cheat, harass, or generate offensive content.

Staff and Governors' Use of AI

- AI can be used to reduce workload (e.g. drafting letters, preparing resources).
- Staff remain responsible for the accuracy and quality of any work that includes AI outputs.
- Staff and governors must fact-check AI content before sharing.
- AI must not be used to generate offensive, discriminatory or misleading content.
- Requests for new AI tools or uses must be discussed with the headteacher and DPO before adoption.

Approved AI Tools
The following AI tools have been approved for school use. Only these may be used for school purposes. Any new tool must be reviewed and approved by the Headteacher and Data Protection Officer before use.

Category	Tool Name	Purpose / Typical Use	Access Notes
Document drafting	Microsoft Copilot	Creating, summarising and editing documents within Microsoft 365. Drafting letters, lesson materials, summaries	Integrated with school's Microsoft tenancy
Visual design	Canva (Education version)	Poster, display and presentation design	School-managed accounts only
Learning platform	TeachMate AI	Curriculum support and question generation	For teacher use only

Note:

- These tools are approved for the listed purposes only.
- No personal, sensitive or confidential data may be entered into any AI tool.
- Any request to trial new AI tools must be submitted to the Headteacher and internal DPO for review and approval.

Use of AI by Pupils

AI may support learning, for example:
- As a classroom tool to help pupils explore new ideas in age-appropriate ways.
- As part of supervised lessons where staff guide the use of technology.

Pupils must not use AI:
- To complete classwork or homework without a teacher's permission.
- To create or share unkind, offensive, or inappropriate content.
- To share personal details (such as names, addresses or phone numbers).

If pupils use AI in school, it will always be under adult supervision. Pupils will be encouraged to ask questions, think critically, and talk to an adult if they see or hear anything that worries them.

Safeguarding

AI use may create safeguarding risks, such as exposure to harmful or misleading content, or seeing inappropriate images or messages. All AI use in school will be supervised by staff and must follow the school's safeguarding and child protection policy.

Filtering and monitoring systems will be applied to school devices and networks to keep pupils safe.

Assessments

The school will ensure that AI is not misused during classroom tasks or informal assessments. Teachers will make clear when pupils are allowed to use AI tools and when work must be their own.

Training

- Staff: Training will be provided on the opportunities, risks and responsibilities linked to AI. Updates will be shared as technology develops.
- Pupils: Curriculum content will introduce safe and responsible use of technology, including early

understanding of AI, being kind online, and asking for help if unsure.
- Governors: Awareness sessions will be provided where appropriate to enable oversight.
- Parents/carers: The school will provide information and guidance on supporting children's safe use of AI at home.

Breaches of this Policy

- Staff: Breaches will be dealt with under the staff code of conduct and may result in disciplinary action.
- Governors: Breaches will be addressed by the chair of governors.
- Pupils: Breaches will be addressed under the behaviour policy.

Monitoring and Review

This policy will be reviewed at least annually, or sooner if regulations, technology or risks change significantly. Monitoring will include logs of AI use, incidents, and feedback from staff, pupils and parents. Breaches of this policy will be recorded and addressed through the appropriate school procedures.

Links with Other Policies

This policy should be read alongside:
- Data protection policy
- Safeguarding / child protection policy
- Online safety policy
- Behaviour policy
- Assessment policy
- Equality and inclusion policy

Policy Review – AI Policy

This policy will be reviewed in full by the Governing Body every year. We reserve the right to update this policy at any time and will provide a new version when we make any substantial updates.
The policy was last reviewed and agreed by Governing Body on <<DATE>>

Name …….

Signature ……. Date …… Headteacher

Name …….

Signature ……