

[School name]

Artificial Intelligence (AI) Policy

Approved by governors: [date] Review date: [date + 12 months]

AI lead: [name, role] Version: 1.0

1. Purpose

[School name] uses artificial intelligence to reduce staff workload and support teaching and learning. AI supports our staff; it does not replace their professional judgement. We use AI safely, lawfully and transparently, in line with Keeping Children Safe in Education, the Department for Education's guidance on generative AI in education, and UK GDPR.

2. Scope

This policy applies to all staff, governors, volunteers, contractors and pupils, and to any AI tool used for school business, on school or personal devices.

3. Roles and responsibilities

- The headteacher has overall responsibility for this policy.
- The AI lead, [name], maintains the approved tools list and coordinates training.
- The Designated Safeguarding Lead ensures AI is covered by filtering, monitoring and online safety arrangements.
- The Data Protection Officer, [name/service], advises on data protection impact assessments (DPIAs).
- Governors approve this policy and receive an annual report on AI use.

4. Approved tools

Staff may only use the AI tools listed in Appendix A, for the purposes listed, signed in with school accounts. Requests for new tools go to the AI lead and are assessed for data protection, safeguarding and suitability before use.

5. Data protection

- Identifiable personal data about pupils, staff or families must not be entered into any AI tool unless Appendix A states the tool is approved for that purpose and a DPIA is in place.
- Special category data, including health, special educational needs and safeguarding information, must never be entered into AI tools.
- Staff anonymise information wherever possible (for example "Pupil A").
- Pupils' work will not be used to train AI models without appropriate permission.

6. Staff use

Staff may use approved AI tools to support planning, resource creation, drafting communications and administrative tasks. Staff remain responsible for any content they produce with AI and must check all outputs for accuracy, bias and appropriateness before use. AI must not be used to make decisions about pupils or staff.

7. Pupil use

[Primary: Pupils do not use general AI tools independently. Any AI use in lessons is led by the teacher.]

[Secondary: Pupils may use school-approved AI tools as directed by staff. Rules on AI in assessed work follow JCQ guidance and are set out for each task.]

All pupils are taught about AI as part of online safety and the computing curriculum.

8. Safeguarding

AI is included in the school's filtering and monitoring arrangements, which are reviewed at least annually. Staff report any concern involving AI, including AI-generated images of pupils or staff, to the DSL under the child protection policy. Photographs of pupils or staff must never be uploaded to AI tools.

9. Parents and carers

The school explains its use of AI on its website and in its privacy notice, and informs parents of significant changes.

10. Training

All staff receive training on this policy and the approved tools, refreshed annually.

11. Breaches

Misuse of AI is dealt with under the staff code of conduct or the pupil behaviour policy. Any suspected data breach is reported to the DPO immediately.

12. Review

This policy is reviewed annually, or sooner if guidance or technology changes significantly.

Appendix A: Approved AI tools

Tool	Approved for	Personal data permitted?	DPIA in place?
[e.g. Microsoft Copilot Chat (school account)]	[Planning, drafting, resources]	[Anonymised only]	[Yes]
[]	[]	[]	[]
[]	[]	[]	[]

This policy is based on the free AI policy template for UK schools from AskColin – askcolin.uk. Free to use and adapt; please keep this credit.