Halebank C.E. Primary School – Artificial Intelligence (AI) Policy

Introduction

Halebank C.E. Primary School is committed to providing a safe, inclusive, and forward-thinking learning environment rooted in Christian values. We believe that technology, including Artificial Intelligence (AI), should be used to enhance education while upholding our ethos of respect, compassion, and integrity. This policy outlines how AI will be implemented responsibly to support teaching, learning, and administration without compromising our safeguarding duties or Christian principles.

Purpose and Scope

This policy applies to all staff, governors, and volunteers at Halebank C.E. Primary School. It covers the use of AI tools for teaching, learning, administration, and pupil engagement. The aim is to ensure ethical, transparent, and secure use of AI technologies.

Principles

- Ethical Use: AI must enhance education and efficiency, never replace human judgment in safeguarding or pastoral care.
- Transparency: Staff must disclose when AI-generated content is used.
- Data Protection: AI tools must comply with GDPR and UK Data Protection Act.
- Bias & Fairness: AI outputs should be checked for bias or discriminatory content.
- Human Oversight: Decisions affecting pupils or staff must involve human review.

Risks and Mitigation

Risk	Mitigation

Data breaches or misuse of personal information	Use GDPR-compliant AI tools and avoid entering sensitive data.
Bias in AI-generated content	Staff to review outputs for fairness and inclusivity.
Over-reliance on AI for decision-making	Ensure human oversight in all critical decisions.
Exposure to inappropriate content	Monitor AI tools and provide age-appropriate access only.

Staff Declaration Form

I confirm that I have read and understood the Halebank C.E. Primary School AI Policy. I agree to comply with the guidelines and principles outlined in this document.

Name: _____

Signature: _____

Date: _____

Appendix: AI Risk Assessment Template

Risk	Likelihood	Impact	Mitigation	Responsible Person
Data breach from AI tool	Medium	High	Use GDPR-compliant tools; avoid sensitive data.	Data Protection Officer
Bias in AI-generated content	High	Medium	Review outputs for fairness and inclusivity.	Class Teacher
Over-reliance on AI for decisions	Low	High	Ensure human oversight in all decisions.	Headteacher
Exposure to inappropriate content	Low	High	Monitor AI tools; restrict pupil access.	Online Safety Lead
Incorrect information from AI	Medium	Medium	Verify AI outputs before use.	Subject Leader