

Banks Road Primary School



AI Policy

Provenance/ Author	Person(s) Responsible	Version	Reviewers	Effective Date	Recommended Review Date	Distribution
MGL	Headteacher/ DSL	V1	Governors	September 2025	September 2026	All Staff
James Savage Deputy Headteacher	Headteacher/ DSL	V2	Governors	September 2026	September 2027	All Staff

Banks Road Primary School will always look at ways in which we can use technology in an innovative way to support student's learning, improve organisational efficiency, enhance communication with stakeholders and reduce staff workload. The school's Governing Body and Senior Leadership Group are aware of the ability of tools based upon Artificial Intelligence (AI) to impact upon each of these areas and so within this document have outlined the proposed areas and scope of allowable use by members of staff and students. Our intention as a school is to allow stakeholders to research and engage with AI products that enhance our educational purpose, maintain our ethical position, adhere to all UK and International frameworks, respects copyright and Intellectual Property law and ensure that we remain innovative exponents of technology.

This is entirely in keeping with the school's overall approach to the use of digital technologies in so much as:

- Any adoption of AI is to improve the learning experience of pupils.
- It is not our intention that AI is used to replace face to face teaching or alter the school's pedagogical approach
- Teachers will monitor student's use of AI to ensure its use aligns with curriculum strategies, methodologies and aims.
- The use of AI will look to develop life skills within our pupils such as critical thinking and problem solving and in so doing will not only enhance their learning but prepare them for the world beyond school and employment opportunities that may exist in the future.

This policy applies to all staff, students and stakeholders within our school.

Legislation and guidance

This policy reflects good practice and guidance from:

- The Department for Education (DfE) – Generative artificial intelligence (AI) in education
- The DfE – Generative AI product safety standards
- Ofsted – Ofsted's approach to AI in education
- The Joint Council for Qualifications (JCQ) – AI use in assessments
- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018

This policy will be reviewed in line with updates to national guidance and emerging best practice.

Ethical use:

Our understanding is that freely available AI tools fall into different categories and two of these are: Large Language Models (LLM) such as ChatGPT, TeachMate AI and Bard etc and Natural Language Processing (NLP) such as Alexa and Siri. In addition to this there is also generative AI art software such as Adobe Firefly and Skybox Meta as well as generative AI video software such as InVideo or VideoGen that are free to access on the world wide web. As a school, we acknowledge that these avenues represent substantial opportunities for learning in teaching with LLM tools allowing for the reduction of teacher workload, production of learning manuals & guides and to enhance learning opportunities whilst NLP tools can assist with greater personalisation of learning and potentially to support students with SEND. All of these models and resources use a vast variety of content on the web to compile the generated content.

AI-generated content may raise issues relating to copyright and intellectual property.

The school recognises that:

- Content produced by AI tools may be based on existing copyrighted material
- There is a risk of copyright infringement if such content is reused or published

Staff must ensure that any AI-generated content used within the school or shared publicly complies with copyright law.

Where there is uncertainty, advice should be sought before publication or distribution.

Approval and risk assessment of AI tools

All AI tools used within the school must be formally approved prior to use.

The Headteacher, with advice from the Data Protection Officer (DPO), Designated Safeguarding Lead (DSL) and technical advisors, is responsible for approving AI tools and their use.

Before approval, each AI tool will undergo a risk assessment to ensure:

- The educational benefits outweigh potential risks
- Safeguarding considerations have been addressed
- Age restrictions and suitability for pupils are clear
- Filtering and monitoring systems are appropriate
- The provider meets relevant DfE AI product safety standards

Where personal data is to be processed using an AI tool, a Data Protection Impact Assessment (DPIA) will be completed.

Approved tools and their permitted uses will be recorded in a separate, regularly updated register (Appendix 1).

Staff wishing to use a new AI tool must submit a request outlining:

- The purpose of the tool
- Intended users (staff/pupils)
- Expected benefits

The request will be reviewed and either approved or declined, with feedback provided.

Adoption of AI:

Whilst accepting that a primary aim of the adoption of AI is to reduce teacher workload, it is also important that transparency and disclosure remains at the forefront of all we do. With this in mind:

- Any content generated using approved AI tools will be clearly marked
- Whether colleagues, pupils or parents, recipients should be made aware by the content producer that AI has supported the production of the material
- The Headteacher will periodically and randomly check materials to ensure this is observed

Any breach will be seen as a breach of staff conduct and may result in disciplinary action.

Data Protection and Privacy:

All use of AI tools must comply with UK GDPR and the Data Protection Act 2018.

Staff must:

- Only use AI tools that have been formally approved by the school
- Not enter personal, sensitive or identifiable data into AI tools unless explicitly authorised for that purpose
- Seek advice from the DPO or senior leaders if unsure

If personal or sensitive data is entered into an unauthorised AI tool, this will be treated as a data breach and managed in accordance with the school's data protection policy.

Where AI tools are approved for use with personal data:

- A Data Protection Impact Assessment (DPIA) will be completed
- Privacy notices will be updated to reflect how data is used

All staff must remain vigilant about how data is handled and report any concerns immediately.

Workload Reduction:

Whilst the reduction in teacher workload is a primary driver of the development of AI within our school, all members of the teaching team must take a cautious and vigilant approach. AI should enhance, not replace, human creativity. Examples include but are not limited to lesson planning, quiz creation, and flashcard generation. Teachers MUST verify the suitability, accuracy, and curriculum alignment of any AI-generated materials. Specifically, individual teachers will be responsible for:

- The fact checking of all AI generated materials to ensure it is factually correct
- Ensuring that all materials comply with all other school policies such as the School's Acceptable Use Policy

Roles and responsibilities

Governing Board

The Governing Board will:

- Monitor the implementation of this policy
- Ensure appropriate oversight of AI use within the school
- Ensure leaders are supported in making safe and effective decisions

Headteacher

The Headteacher will:

- Oversee the implementation of this policy
- Approve AI tools and their use
- Ensure staff receive appropriate training
- Work with the DPO and DSL to ensure compliance with safeguarding and data protection requirements

Designated Safeguarding Lead (DSL)

The DSL will:

- Monitor safeguarding risks linked to AI use
- Respond to incidents in line with KCSIE and safeguarding policy
- Ensure staff are trained to recognise emerging AI-related risks

Data Protection Officer (DPO)

The DPO will:

- Advise on compliance with data protection laws
- Support risk assessments and DPIAs where required

Staff

All staff must:

- Use only approved AI tools
- Not enter personal data unless authorised
- Fact-check and evaluate AI outputs
- Acknowledge their use of AI where appropriate
- Report safeguarding concerns to the DSL

Pupils

Pupils must follow the expectations set out in this policy regarding safe and appropriate use of AI.

Use of AI by pupils

Pupils may use AI tools where:

- The tool has been approved for pupil use
- It is used appropriately to support learning (e.g. research, idea generation)

Pupils must not use AI tools:

- To complete work that is presented as their own without acknowledgement
- During assessments unless explicitly allowed
- To generate harmful, offensive, or inappropriate content

Any use of AI in work should be appropriately acknowledged.

Misuse of AI will be treated in line with the school's behaviour and academic integrity expectations.

Safeguarding:

AI technologies may increase safeguarding risks. These include:

- Deepfakes and impersonation
- Bullying and harassment
- Exposure to harmful or misleading content
- Exploitation, coercion or grooming

All staff must adopt a vigilant approach and reinforce the message that 'it could happen here'.

Any safeguarding concerns arising from the use of AI must be reported immediately to the Designated Safeguarding Lead (DSL).

All incidents will be managed in accordance with the school's safeguarding and child protection policy and Keeping Children Safe in Education (KCSIE).

Bias and accuracy

AI tools may produce biased or inaccurate content.

Staff must:

- Critically evaluate all outputs
- Be alert to potential bias, particularly relating to protected characteristics
- Ensure all materials are appropriate, inclusive and aligned with school values

Implementation:

As described above, the school will outline a clear direction surrounding the adoption of existing and new AI tools. This will involve:

- Naming a senior person responsible for the implementation of AI across the school
- Working alongside our technical personnel inside and outside the school to establish a list of approved tools and providing appropriate CPD so that the team feels empowered to adopt them
- Establishing a request model for individual staff members to promote or encourage the use of new tools as they become available
- Identifying staff members who will trial the use of tools and consider the potential risks and benefits of application. Feedback to colleagues will take place at Staff Meetings and INSET days
- Reviewing our available library of tools periodically to ensure changes have not been made to the original system and they remain beneficial

Once this process has been completed, the tool will be evaluated and implemented across the school.

Staff training

The school will ensure that all staff receive appropriate training on:

- The effective use of AI tools
- Risks associated with AI, including safeguarding and data protection
- Identifying bias and inaccuracies in AI-generated content

AI will be incorporated into safeguarding and online safety training.

Ongoing professional development will be provided to ensure staff remain up to date with emerging developments.

Compliance:

As implementation and adoption takes place across the school, it will become increasingly important to ensure that the technology is used in the ways outlined in this policy. To assist staff in this task:

- Initial content production should be discussed with line management before it is distributed to pupils, parents or any other stakeholder
- The Headteacher, as a member of the Senior Leader Team will arbitrate on any issues raised by the Line Manager
- MGL, as our technical advisor will be available to discuss matters relating to data integrity, management and security should there be any misunderstanding or confusion about how a tool functions
- The Head and DHT will perform 'spot-checking' exercises to ensure compliance with this policy
- The Chair of Governors, as IT Governor will be involved in decision making relating to the adoption and use of AI tools
- A review of all requests to adopt a new AI tool will take place within 20 working days and a review of approved tools will take place annually.

Monitoring and transparency

AI technology is rapidly evolving. This policy will be treated as a live document and reviewed regularly.

The school will:

- Monitor the impact and effectiveness of AI use
- Seek feedback from staff, pupils and parents
- Update practice in response to new guidance and emerging risks

The Headteacher and Governing Board will review this policy at least annually.

Summary:

This school accepts that AI will be both a pervasive and disruptive technology in schools and wider society over the coming years. Our aim as a school is to embrace the opportunities it brings to enhance learning and teaching experience of our entire school community whilst at the same time adopting an 'eyes wide open' approach to the potential risks that this may bring. This policy is written with regards to issues that are currently hypothetical and therefore will be reviewed and modified to reflect actual practice as it and the tools that it is based upon develops further. At all stages in our development, the purpose of this plan will be to inform and guide our staff whilst encouraging and fostering innovation and creativity.

Links with other policies

This policy should be read alongside the following:

- Safeguarding / Child Protection Policy
- Data Protection Policy
- Behaviour Policy
- Staff Code of Conduct
- Online Safety Policy
- Acceptable Use Policy
- Equality Policy
- Complaints Policy

Appendix 1: Approved AI tools

- ChatGPT
- TeachMate AI
- Microsoft Copilot

(This is a live document and will be updated as required.)