

# Artificial Intelligence (AI) Policy



Westgate C.P.  
School



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### Introduction

Artificial Intelligence (AI) is several different technologies working together to enable machines to sense, comprehend, act, and learn with human-like levels of intelligence.

Generative Artificial Intelligence (GenAI), such as, but not limited to, ChatGPT, Claude and Gemini augment human capabilities and possibilities. GenAI can be used to create new content based on large volumes of data that models have been trained on from a variety of works and other sources. .

AI-based technologies can now be used to create pictures, write papers, write application code, draft articles and social media posts, and generate videos and audio recordings.

However, while these capabilities help accelerate the creation of knowledge-based content, there are risks. For example, AI-generated results can be misleading due to factors such as training model bias, lack of diversity in AI training models or unethical failure to disclose source content, meaning that users could be misled regarding outputs created.

The applications of artificial intelligence (AI) are very varied insofar as they can be general or bespoke and tailored to specific needs and datasets. AI can improve consistency of outcomes, automate systems and provide cost and time savings. The capabilities of AI include machine vision and sensing, predictive and decision making, natural language processing, image and audio recognition, prescriptive modelling, simulation, and data analytics.

GenAI must be used ethically and in compliance with all applicable legislation, regulations, and organisational policies. Staff must not use GenAI to generate content that is discriminatory, offensive, or inappropriate. If there are any doubts about the appropriateness of using GenAI in a particular situation, users should consult with SLT or Data Protection Officer

## **2. Purpose and Principles**

The school positively encourages the ethical use of AI tools to improve productivity and effectiveness. The aim of this policy is to establish guidelines for the ethical, lawful, secure and responsible use of AI technologies across our whole school community to enable us to benefit from new and established AI technologies. This policy also aims to ensure that the deployment and use of AI technologies align with the school's values and the rights of individuals either potentially or unintentionally impacted by its use. This policy sets out which AI tools and models may be used within the school community, how they may be used and by whom.

For the purpose of this policy, AI refers to computational systems capable of performing tasks that typically require human intelligence and provide autonomous decision making. These include, but are not limited to:

- Machine learning and data-driven prediction systems
- Natural language processing tools
- Computer vision systems
- Robotic process automation (RPA) with autonomous decision making

This policy establishes guidelines for the responsible and effective use of AI within the school. By embracing AI technology, we aim to:

- Enhance academic outcomes and educational experiences
- Support staff to explore AI solutions to improve efficiency and reduce workload
- Prepare staff, governors and pupils for a future in which AI technology will be an integral part
- Promote equity in education by using AI to address learning gaps and provide personalised support
- Ensure that AI technologies are used ethically and responsibly by all staff, governors and pupils
- Improve and streamline school operations to minimize costs and maximise efficiency
- Protect the privacy and personal data of staff, governors and pupils in compliance with the data protection legislation

## **3. Approved AI Tools**

We allow the use of AI tools and models by the school community.

Our permitted Tools and models are particular AI tools or models that have been considered and approved as safe and legally compliant for use within the school community when used in accordance with this policy. Any AI capabilities introduced through existing, approved software will be reviewed.

The following tools have been reviewed and approved. This list is not exhaustive.

## **ChatGPT (OpenAI)**

Approved uses (examples)

Brainstorming lesson hooks, retrieval questions, lesson resources  
Rewriting text for clarity/reading level; generating success criteria.  
Language support (vocabulary lists, sentence stems).

### **The Key GTP Approved uses (examples)**

Drafting curricula resources, assessment items, and classroom visuals without personal data.  
Reviewing school policies and key generic documentation  
Turning teacher bullet points into polished documents.

## **3.1 Cross-Tool Rules (apply to all AI tools)**

### **Data Protection & Privacy**

Assume all tools are public unless covered by a signed DPA and configured by IT/SLT.

No personal data (names, dates of birth, addresses, SEN, safeguarding, attendance) or special category data (health, ethnicity, religion) in prompts.

If anonymisation is necessary for staff learning, ensure irreversible anonymisation (no combination of details that can re-identify).

Store AI outputs only in school-approved systems with proper access controls.

Complete/consult the DPIA before introducing new AI tools or expanding use.

### **Safeguarding**

Do not use AI to draft, store, or summarise safeguarding case information. Use CPOMS and established safeguarding channels.

For any pupil-facing use, ensure: adult supervision, no accounts requiring personal data, curated prompts, and content is age-appropriate.

Report any harmful, biased, or inappropriate AI content to DSL/SLT and vendor (if applicable). Record serious incidents.

### **Accuracy, Bias & Professional Judgement**

Treat outputs as drafts; always review for factual accuracy and bias.

Add references/citations where content contains facts or statistics.

Ensure accessibility (reading level, fonts, alt text, language support).

## **Copyright & Academic Integrity**

Respect licences and copyrights; don't upload paid materials you don't own.

Do not present AI-generated content as solely teacher-authored without review.

Teach pupils how to use AI responsibly (acknowledgement, paraphrasing, citing sources).

## **Transparency & Record-Keeping**

Note material uses of AI in project documentation (e.g., policy drafting, curriculum redesign).

Keep lightweight logs of prompts for significant outputs (where practical).

## **4. Scope**

All users of AI will comply with applicable laws, regulations, policies and guidelines governing Keeping Children Safe in Education, intellectual property, copyright, data protection and other relevant areas.

We prioritise the safeguarding of our pupils and their online safety and will not knowingly use any AI technology that puts their safety or privacy at risk.

This policy should be read in conjunction with the following documents:

- Data Protection Policy
- Acceptable use of Information Policy
- Online Safety Policy
- Safeguarding/Child Protection Policy
- Staff Code of Conduct

This policy reflects good practice guidelines/recommendations in the following publications:

Information Commissioner's Office website ([Guidance on AI and data protection | ICO](#)) which contains recommendations on good practice for organisational and technical measures to mitigate the risks to individuals that AI may cause or exacerbate.

[AI regulation white paper](#), published by the Department for Science, Innovation and Technology, and the Office for Artificial Intelligence

[Generative artificial intelligence \(AI\) and data protection in schools](#), published by the Department for Education (DfE)

We will be transparent and accountable for the use of AI technology so that stakeholders, including staff, pupils, parents and other partners understand where and how AI is used and who is responsible. Any stakeholder feedback or questions about the use of AI will be considered and responded to appropriately.

By adhering to this policy, we aim to foster a responsible and inclusive environment for the use of AI in education upholding privacy, fairness and transparency for the benefit of all involved.

## **5. Roles and responsibilities**

The senior leadership team will be responsible for day to day leadership, ownership and management of AI use in the school.

### **5.1 The Governing Board will:**

Ensure this policy reflects the values and ethos of the school. Is easy to understand and takes into consideration stakeholder feedback;

Take overall responsibility for monitoring this policy and holding the headteacher to account for its implementation in line with the school's AI strategy;

Ensure the headteacher and SLT are appropriately supported to make informed decisions regarding the effective and ethical use of AI in the school;

Adhere to the guidelines below to protect data when using generative AI tools;

Seek advice from the data protection officer and the designated safeguarding lead, as appropriate

Ensure there is no identifiable information included in what they put into open generative AI tools

Acknowledge or reference the use of generative AI in their work

Fact-check results to make sure the information is accurate

### **5.2 The Headteacher will:**

Take responsibility for the day-to-day leadership and management of AI use in the school

Liaise with the data protection officer (DPO) to ensure that the use of AI is in accordance with data protection legislation

Ensure that the use of AI is in accordance with Keeping Children Safe in Education and the school's child protection and safeguarding policy.

Ensure that the guidance set out in this policy is followed by all staff

Review and update this AI policy as appropriate

Ensure staff are appropriately trained in the effective use and potential risks of AI

Make sure pupils are taught about the effective use and potential risks of AI

Sign off on approved uses of AI, or new AI tools, taking into account advice from the DPO, AI lead, and data protection impact assessments

### **5.3 The Data Protection Officer (DPO)**

The data protection officer (DPO) is responsible for monitoring and advising on our compliance with data protection law, including in relation to the use of AI.

#### **5.4 Designated safeguarding Lead (DSL)**

The DSL is responsible for monitoring and advising on our compliance with safeguarding requirements including in relation to the use of AI, such as:

Being aware of new and emerging safeguarding threats posed by AI

Updating and delivering staff training on AI safeguarding threats

Responding to safeguarding incidents in line with Keeping Children Safe in Education (KCSIE) and the school's child protection and safeguarding policy

Understanding the filtering and monitoring systems and processes in place on school devices

#### **5.5 School Employees:**

AI relies on reliable source data, therefore staff using AI are responsible for checking the reliability of data sources and the outputs created using those data sources. We encourage staff to explore opportunities to meet objectives through the ethical use of approved AI tools.

Any use of AI must follow the guidelines set out in this policy.

- To protect data when using generative AI tools, staff must:
- Use only approved AI tools
- Seek advice from the data protection officer /headteacher/ SLT
- Report safeguarding concerns to the DSL in line with our school's child protection and safeguarding policy
- Ensure there is no identifiable information included in what they put into open generative AI tools
- Acknowledge or reference the use of generative AI in their work
- Fact-check results to make sure the information is accurate

Staff should attend the appropriate training courses where available on the use of AI which will help staff to use AI safely and responsibly. All users must engage with training and complete all mandatory modules as required.

All staff should consider the benefits of AI use weighed against the environmental impact, and the environmental consequences of use of AI when compared to use of non AI tools.

Non-compliance with this policy may risk compliance with the school's Code of Conduct policy and therefore may be investigated and dealt with under the school's disciplinary procedure. In certain circumstances, breach of this policy may be considered gross misconduct resulting in dismissal.

## 6. AI Principles

The school will ensure that its use of AI is in line with five guiding principles:

- **Fairness:** to ensure outputs are not influenced by gender, race, age or other discriminatory biases.
- **Accountability for outcomes:** users of AI tools must take responsibility for any outcomes produced by AI tools, including unintended consequences/risks, for you, your service or the school. This includes being mindful of possible ownership/copyright considerations regarding image creation as well as textual output.
- **Transparency:** Be transparent about our use of AI and make sure we understand the suggestions it makes.
- **Safety and Security:** Ensure that AI solutions are secure and safe for users and protect users' data. Ensuring built in safeguards to avoid promotion of harmful or extremist content. Anticipate threats such as hacking. Ensure we can identify and rectify bias or error.
- **Empowerment of the individual:** AI should enhance human autonomy and capability and give users control over how AI affects them. Allow and respond appropriately to concerns and complaints where AI may have caused error resulting in adverse consequences or unfair treatment.

## 7. Data Protection implications

All uses of AI within the school community must be carried out in accordance with the Uks data protection laws including the Data Protection Act 2018 (DPA 2018), the UK General Data Protection Regulation (UK GDPR) and the Data (Use and Access) Act 2025.

Staff and pupils should be aware that any information entered into AI model is no longer private or secure. Staff and pupils must not enter any personal data belonging to anybody including customers, employees and members of the public (including commercially sensitive data) into AI models unless express approval to do so in the manner and purpose in question has been obtained before and by the Data Protection Officer. Such approval will only be granted when the proposed use is in reliance on a legitimate basis for processing (such as with the data subjects consent) and in accordance with other data protection principles.

Staff should make themselves aware and inform pupils about data collection, storage and usage practices associated with AI technologies.

Staff who wish to utilise AI tools must ensure that any new technologies or models are assessed to consider if a Data Protection Impact Assessment is required and follow the school Data Protection Policy.

Training will be put in place for staff and pupils on the use of AI to ensure compliance with the requirements set out in this policy.

## **8. Raising Concerns**

We encourage staff and governors to speak to the headteacher in the first instance if they have any concerns about a proposed use of AI, or the use of AI that may have resulted in errors that lead to adverse consequences or unfair treatment.

Safeguarding concerns arising from the use of generative AI must be reported immediately to the DSL in accordance with our school's child protection and safeguarding policy. Ensure any data breaches that occur are reported to the DPO