Gateway Federation
Gorsley Goffs and Lea Church of England Primary Schools and Gateway Lodge Nursery

<u>Artificial Intelligence (AI) Policy</u>

Written by:	SLT and reference to the model policy from SWGfL
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Date for Review	October 2028

1.0 Statement of Intent

Gateway Federation of Gorsley Goffs and Lea Church of England Primary Schools and Gateway Lodge Nursery recognises that Artificial Intelligence (AI) technology has significant potential to enhance educational experiences, improve outcomes, and support staff by reducing workload.

We are committed to integrating AI in a manner that is safe, ethical, and effective. This policy establishes a framework to harness the benefits of AI while proactively managing and mitigating the associated risks. Our approach will focus on educating all members of the school community on the responsible use of AI, preparing them for a future in which these technologies are likely to play an increasingly important role.

The safeguarding of our learners and staff will remain at the forefront of all policy and practice related to AI.

2.0 Context and Rationale

Generative AI, a technology capable of creating new text, images, and other media, is developing at an unprecedented pace. National data indicates that over half of children have used generative AI tools, with many using them to support their homework.

A consensus is emerging within the education sector about the benefits of AI for enhancing personalised learning and streamlining administrative tasks. However, this is balanced by concerns regarding data privacy, ethical use, and the need for careful implementation to protect learner welfare and promote equitable outcomes. This policy provides a considered framework for embedding AI into our school, ensuring we can navigate this evolving landscape thoughtfully.

3.0 Legislative Background

While specific legislation governing AI use in UK schools is still developing, this policy is informed by existing legal frameworks and official guidance. Our practice is aligned with the principles of the **UK Online Safety Act 2023**, the

Government's **National AI Strategy**, and data protection regulations including UK GDPR. We will ensure ongoing compliance with all relevant legislation and guidance as it evolves.

4.0 Related Policies

This policy is designed to work in conjunction with other key school policies and should be read alongside them. These include:

- Staff Disciplinary Policy and Code of Conduct
- Behaviour Policy & Anti-bullying Policy
- Online Safety Policy
- Acceptable Use Agreements (for Staff and Learners)
- Curriculum Policies

5.0 Policy Statements

The following principles govern all use of AI technology within the school:

- **Responsible and Purposeful Use:** Staff are encouraged to use AI tools to support their work where appropriate, but must remain professionally responsible and accountable for their use.

- **Data Protection: Staff must use AI tools responsibly, ensuring the protection of all personal and sensitive data**. Only anonymised data should be inputted into external AI systems to prevent the exposure of personally identifiable information. All AI tools must comply with UK GDPR, and staff must verify that they meet the school's data security standards before use.

- **Protection of Sensitive Information:** Staff are prohibited from inputting sensitive or confidential information (e.g., internal documents, strategic plans) into third-party AI tools unless explicitly vetted and approved for that purpose.

- **Human Oversight and Accountability: AI must be used as a tool to assist, not replace, human decision-making**. Staff are required to critically evaluate all AI-generated outputs. Final judgements, particularly those affecting individuals, must be made by a person. **All AI-generated content must be fact-checked for accuracy before being shared or published**.

- **Transparency:** To build trust and ensure clarity, staff must indicate where AI has provided assistance in the creation of documents, presentations, or other communications (where applicable).

- **Bias and Discrimination:** The school acknowledges the potential for bias in AI outputs and will implement protocols to identify and address any issues that arise. We will prioritise fairness and safety when procuring and implementing any new AI system.

- **Disciplinary Action:** Any improper use of AI that violates this policy, data protection standards, or acceptable use agreements will be subject to disciplinary action as defined in the Staff Disciplinary Policy.

6.0 Roles and Responsibilities

- **Headteacher and Senior Leaders:** Are responsible for the strategic planning of AI use, establishing clear policies and procedures, and ensuring all staff receive relevant training.

- **Designated Safeguarding Lead:** Is responsible for understanding the safeguarding implications of AI and ensuring that staff are trained on AI-related risks as part of their regular safeguarding training.

- **Data Protection Officer (DPO) (HY Education):** Provides advice and guidance on data protection obligations related to AI, including overseeing Data Protection Impact Assessments (DPIAs) where required.

- **All Staff:** Are responsible for reading, understanding, and adhering to this policy and the associated Acceptable Use Agreement. They must report any incidents or concerns immediately and challenge any inappropriate use of AI.

- **Governors/Trustees:** Will maintain an understanding of how AI is used in the school, including its benefits and risks, to provide effective support and strategic challenge.

7.0 Education and Training

- **7.1 Learner Education:** We are committed to equipping learners with the knowledge, skills, and strategies to engage with AI tools safely, responsibly, and ethically. AI literacy will be developed through the curriculum in subjects such as Computing and PSHE, as well as in cross-curricular contexts, to prepare them for the future.

- **7.2 Staff Training: The school will provide training to staff on the effective, responsible, and ethical use of AI**. Training will enable staff to confidently integrate AI into their practice and will cover key areas including data protection, identifying AI-related risks like bias, and using AI to enhance teaching and learning. See Appendix A for Staff Checklist for Responsible AI Use

8.0 Reporting and Responding to Incidents

- **Reporting:** The school maintains clear and accessible reporting systems for staff, learners, and parents to raise any concerns related to AI. **Staff must promptly report any incidents involving AI misuse, data breaches, or the generation of inappropriate outputs** to the relevant internal teams.

- **Response:** All reported incidents will be addressed swiftly and sensitively, following established safeguarding and disciplinary procedures. Where necessary, incidents will be reported to external agencies such as the LADO or the ICO.

9.0 Risk Management

The school will proactively identify, evaluate, and manage risks associated with AI use, including those related to data protection, safeguarding, cyber security, and ethical considerations.

A Data Protection Impact Assessment (DPIA) is likely to be required for any AI process used to make significant decisions about individuals, particularly children, who are considered vulnerable data subjects.

10.0 Acceptable Use

All staff and volunteers are required to read and sign the **Staff Acceptable Use Agreement**, which has been updated to include specific expectations for the use of AI. This agreement outlines individual responsibilities regarding the secure handling of data, the critical evaluation of AI outputs, and the ethical application of AI tools in all professional contexts.

11.0 Policy Review

This policy and its associated risk assessments will be reviewed annually, or more frequently should new AI technologies or safeguarding challenges emerge, to ensure it remains fit for purpose.

Checklist for Responsible AI Use

☆ **Protect Personal Data**

Don't input anyone's personal data.

☆ **Respect Intellectual Property**

Don't input anyone's intellectual propertyr. This includes pupil work.

☆ **Verify Content**

Check the output. Fact-check, verify and look out for biased content.

☆ **Make It Yours**

Amend/personalise the output. Make it your own.

☆ **Be Transparent**

Be transparent about your use of AI.