GREAT CHART PRIMARY SCHOOL

AI (Artificial Intelligence) POLICY

November 2026



A Great Place to Discover and Learn

Vision Statement
A respectful community where we thrive and achieve our full potential as confident life long learners

Mission Statement
Preparing for life in our ever changing world, by providing opportunities to develop core values and a love of learning

Our core value is Respect
Our termly values: Teamwork, Ambition, Responsibility, Resilience, Kindness & Independence

Aims and scope

At Great Chart Primary School we understand the valuable potential that artificial intelligence (AI), including generative AI, holds for schools. For example, it can be used to enhance pedagogical methods, customise learning experiences and progress educational innovation. We are also aware of the risks posed by AI, including data protection breaches, copyright issues, ethical implications, safeguarding and compliance with wider legal obligations.

Therefore, the aim of this policy is to establish guidelines for the ethical, secure and responsible use of AI technologies across our whole school community.

This policy covers the use of AI tools by school staff and governors. This includes generative chatbots such as The KeyChat, Google Gemini and Arbor AI.

This policy aims to:

- Support the use of AI to enhance teaching and learning
- 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
- Protect the privacy and personal data of staff, governors and pupils in compliance with the UK GDPR

Definitions

This policy refers to both 'open' and 'closed' generative AI tools. These are defined as follows:

- **Open generative AI tools** are accessible and modifiable by anyone. They may store, share or learn from the information entered into them, including personal or sensitive information
- **Closed generative AI tools** are generally more secure, as external parties cannot access the data you input

Legislation

This policy reflects good practice guidelines / recommendations in the following publications:
Generative artificial intelligence (AI) in education, published by the Department for Education (DfE)
Generative AI: product safety standards, published by the DfE
How Ofsted looks at AI during inspection and regulation, published by Ofsted
AI use in assessments, published by the Joint Council for Qualifications

This policy also meets the requirements of the:
UK General Data Protection Regulation (UK GDPR) – the EU GDPR was incorporated into UK legislation, with some amendments, by The Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2020
Data Protection Act 2018 (DPA 2018)
Data (Use and Access) Act 2025

Regulatory principles

We follow the 5 principles.

Regulatory principle	WE WILL …

Safety, security and robustness	• Ensure that AI solutions are secure and safe for users and protect users' data • Ensure we can identify and rectify bias or error • Anticipate threats such as hacking
Appropriate transparency and explainability	• Be transparent about our use of AI, and make sure we understand the suggestions it makes
Fairness	• Only use AI solutions that are ethically appropriate, equitable and free from prejudice – in particular, we will fully consider any bias relating to small groups and protected characteristics before using AI, monitor bias closely and correct problems where appropriate
Accountability and governance	• Ensure that the governing board and staff have clear roles and responsibilities in relation to the monitoring, evaluation, maintenance and use of AI
Contestability and redress	• Make sure that staff are empowered to correct and overrule AI suggestions – decisions should be made by the user of AI, not the technology • Allow and respond appropriately to concerns and complaints where AI may have caused error resulting in adverse consequences or unfair treatment

Process for approving AI use

The headteacher is responsible for signing off on approved uses of AI, or new AI tools, taking into account advice from the DPO, Computing Lead and IT technician.
Any use of generative AI by staff and pupils will be risk assessed, which will include plans for mitigating against unauthorised use cases. The intended use case will be specified and have clear benefits that outweigh the risks. As part of this process, we will seek assurances from suppliers of AI tools about how their products meet the DfE's AI product safety standards.

If it is strictly necessary to use an AI tool to process personal data, we will carry out a data protection impact assessment (DPIA) in addition to the risk assessment. The DPO will advise on this. If the use case is approved, we will also update our privacy notices accordingly.

School Approved AI tools for staff to use

Only the following AI tools will be used by school staff in relation to school work:
- Google Gemini through your school google account
- Arbor AI
- The KeyChat

Roles and responsibilities

AI management
The SLT, Computing Leader and IT support technician will manage AI within the school. They will be responsible for the day-to-day leadership, ownership and management of AI use in the school.

Governing board
The governing board will:

- 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 those managing AI 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:
    - Use only approved AI tools (see section 5)
    - Seek advice from the data protection officer, as appropriate
    - Check whether they are using an open or closed generative AI tool
    - 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

Headteacher

The headteacher will:

- Liaise with the data protection officer (DPO) to ensure that the use of AI is in accordance with data protection legislation
- Ensure that the guidance set out in this policy is followed by all staff
- Review and update this AI policy as appropriate, and at least annually
- 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 management team and data protection impact assessments

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.
Our DPO is Satswana and our DP Lead is Lucia Page.

Designated Safeguarding Leader

Jo Adams, one of the DSLs, 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)

All staff

As part of our aim to reduce staff workload while improving outcomes for our pupils, we encourage staff to explore opportunities to meet these objectives through the use of school 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 school approved AI tools
- Seek advice from the data protection officer / IT / AI Management group, as appropriate
- Check whether they are using an open or closed generative AI tool
- Ensure there is no identifiable information included in what they put into open generative AI tools- safeguarding information, health details and EHCP specifics, photos etc
- Acknowledge or reference the use of generative AI in their work
- Fact-check results to make sure the information is accurate

All staff play a role in ensuring that pupils understand the potential benefits and risks of using AI in their learning. All of our staff have a responsibility to guide pupils in critically evaluating AI-generated information and understanding its limitations.

Use of AI Pupils

Pupils will not be permitted to use AI tools independently as part of their learning at Great Chart Primary School. Instead, we will focus on:

- Managing expectations: Helping pupils understand what AI is, what it can and cannot do, and its role in modern life
- Education about benefits: Teaching pupils about the potential positive applications of AI, including:

1. How AI is already part of everyday life (e.g., personalised suggestions on apps, route-planning
2. How AI might support learning and work in the future
3. The creative and problem-solving possibilities of AI technology

- Awareness of dangers: Ensuring pupils understand the risks associated with AI, including:
- Safeguarding risks such as harmful online interactions with AI chatbots that may validate thoughts around self-harm and suicide
- AI-generated inappropriate content, including images that are digitally altered or wholly generated by AI (deepfakes or deep nudes)
- The importance of not entering personal information into AI tools
- Issues of accuracy, bias and misinformation in AI-generated content
- Academic integrity and the importance of producing their own work - pupils must understand that using AI without crediting it isn't allowed in any assessed work

This education will be delivered as part of our computing curriculum and online safety programme, appropriate to pupils' age and stage of development.

Staff and governors use of AI

Approved use of AI

We are committed to helping staff and governors reduce their workload. Generative AI tools can make certain written tasks quicker and easier to complete, but cannot replace the judgement and knowledge of a human expert. Whatever tools or resources are used to produce plans, policies or documents, the quality and content of the final document remains the professional responsibility of the person who produced it. Any plans, policies or documents created using AI should be clearly attributed. Any member of staff or governor using an AI-generated plan, policy or document should only share the AI-generated content with other members of staff or governors for use if they are confident of the accuracy of the information, as the content remains the professional responsibility of the person who produced it. Always consider whether AI is the right tool to use. Just because the school has approved its use doesn't mean it will always be appropriate.

Staff are welcome to suggest new ways of using AI to improve pupil outcomes and reduce workload. They should contact the headteacher to discuss any ideas they may have with regards to using AI, so they – in consultation with others, as appropriate – can assess whether they deem it to be a satisfactory new method of working.

Data protection and privacy

To ensure that personal and sensitive data remains secure, no one will be permitted to enter such data into unauthorised generative AI tools or chatbots.
If personal and/or sensitive data is entered into an unauthorised generative AI tool, Great Chart Primary School will treat this as a data breach and will follow the personal data breach procedure outlined in our data protection policy.

Intellectual property

Most generative AI tools use inputs submitted by users to train and refine their models. Materials created by teachers may be copyright material. We will not allow or cause intellectual property, including pupils' work, to be used to train generative AI models without appropriate consent or exemption to copyright. We are aware that secondary infringement could happen if AI products are trained on unlicensed material and outputs and then used in schools or published more widely, such as on the school's website This may include:

- Publishing a policy that has been created by an AI tool that used input taken from another school's policy without that school's permission

- Using an image on a website that has been created by an AI tool using input taken from the copyright holder without their permission

Exemptions to copyright are limited – we will seek legal advice if we are unsure as to whether we are acting within the law.

Bias

We are aware that AI tools can perpetuate existing biases, particularly towards special characteristics including sex, race and disability. This means that critical thought must be applied to all outputs of authorised AI applications. This means fact and sense-checking the output before relying on it.

We will ensure we can identify and rectify bias or error by training staff in this area. We also regularly review our use of AI to identify and correct any biases that may arise.

If parents/carers or pupils have any concerns or complaints about potential unfair treatment or other negative outcomes as a consequence of AI use, these will be dealt with through our usual complaints procedure.

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.

Ethical and responsible use

We will always:

- Use generative AI tools ethically and responsibly
- Remember the principles set out in our school's equality policy when using generative AI tools
- Consider whether the tool has real-time internet access, or access to information up to a certain point in time, as this may impact the accuracy of the output
- Fact and sense-check the output before relying on it

Staff and governors must not:

- Generate content to impersonate, bully or harass another person
- Generate explicit or offensive content
- Input offensive, discriminatory or inappropriate content as a prompt

Educating pupils about AI

We acknowledge that pupils benefit from a knowledge-rich curriculum that allows them to become well-informed users of technology and understand its impact on society. Strong foundational knowledge will ensure that pupils develop the right skills to make the best use of generative AI. Within the curriculum pupils are taught the potential benefits of using AI tools to aid their learning, while also covering subjects such as:

- Creating and using digital content safely and responsibly
- The limitations, reliability and potential bias of generative AI
- How information on the internet is organised and ranked
- Online safety to protect against harmful or misleading content

Staff training

AI is developing at a very fast rate so the school will aim to keep staff up to date. We will take advice from our IT technician/ company.

Breach of this policy

By staff:

Breach of this policy by staff will be dealt with in line with our staff code of conduct. Where disciplinary action is appropriate, it may be taken whether the breach occurs:

- During or outside of working hours
- On an individual's own device or a school device
- At home, at school or from a remote working location
- Staff members will be required to co-operate with any investigation into a suspected breach of this policy. This may involve providing us with access to: The generative AI application in question (whether or not it is one authorised by the school) and any relevant passwords or login details

You must report any breach of this policy, either by you or by another member of staff, to the headteacher immediately.

By governors:
Governors found in breach of this policy will be required to co-operate with any investigation into a suspected breach of this policy. This may involve providing us with access to: The generative AI application in question (whether or not it is one authorised by the school) and any relevant passwords or login details

By pupils:
Any breach of this policy by a pupil will be dealt with in line with our behaviour policy

Monitoring and transparency

AI technology, and the benefits, risks and harms related to it, evolves and changes rapidly. Consequently, this policy is a live document that must be kept updated whenever there is a significant change to either AI use by the school or the associated risks of AI usage.

This policy will also be regularly reviewed and updated to align with emerging best practices, technological advancements and changes in regulations.

The policy will be shared with the full governing board at least annually.

All teaching staff are expected to read and follow this policy.

We will ensure we keep members of the school community up to date on the use of AI technologies for educational purposes. As part of our regular surveys, feedback from pupils, parents/carers and staff will be considered in the ongoing evaluation and development of AI use in school.

Links with other policies

This AI policy is linked to our:
- Data protection policy
- Behaviour policy
- Staff code of conduct
- ICT acceptable use policy
- Online safety policy
- Equality policy