

# AI POLICY TEMPLATE

for UK Primary & Secondary Schools (2025/26)

TEMPLATE DOCUMENT

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*Sample document for UK Primary & Secondary Schools / Multi-Academy Trusts (MATs)*

**Policy Owner:** [Headteacher or CEO]

**Date Approved:** [Insert Date]

**Review Date:** [Insert Date - typically 12 months later]

**Applicable to:** All staff, governors, pupils, and authorised third-party providers

**Key Contact:** [Insert Name and Role]

## 1. Introduction

Artificial Intelligence (AI) is becoming a valuable part of school life. At [School/MAT Name], we use AI responsibly to reduce workload, improve learning, and prepare pupils for the digital world, while keeping everyone safe, compliant, and informed. This policy sets out how AI will be used safely, ethically, and effectively across our organisation.

## 2. Aims of This Policy

- Use AI to support, not replace, teachers and leaders.
- Improve lesson planning, marking, feedback, and admin tasks.
- Ensure all AI use complies with UK GDPR, safeguarding, and DfE guidance.
- Align with Ofsted expectations on safe, transparent use of technology.
- Prepare pupils for a future where AI is part of daily life.
- Protect data, privacy, and digital rights.
- Provide clear processes for safe adoption, review, and exit of AI tools.

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## 3. Guiding Principles

- **Human First:** AI use must be supervised; staff remain accountable.
- **Ethical by Design:** AI must be used fairly and avoid bias or harm.
- **Safe & Secure:** All tools must be risk-assessed, DPIA-completed, and GDPR-compliant.
- **Transparent:** Pupils, parents, and staff should know how and why AI is used.
- **Inclusive:** AI should support all learners, including pupils with SEND or vulnerabilities.

## 4. Roles and Responsibilities

Role	Responsibilities
SLT	Approves AI tools; monitors impact on teaching, workload, and safeguarding
DPO	Ensures compliance with UK GDPR; completes and reviews DPIAs; maintains Records of Processing (RoPA).
DSL	Oversees safeguarding checks on AI tools; ensures outputs are safe.
ICT Lead/Tech Team	Implements secure systems; manages access, updates, and exit strategies.
Teachers & TAs	Use AI professionally; review and personalise outputs; protect data.
Pupils	Use AI ethically; follow the Acceptable Use Policy; ask for help if unsure.

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## 5. Approved Use of AI

### a) Teaching & Learning

- Drafting ideas for lessons or resources
- Suggesting differentiated materials or retrieval tasks
- Creating model texts or quiz-style questions
- Producing marking rubrics or suggested comments

### b) Assessment & Feedback

- Helping identify pupil needs or patterns in performance
- Drafting initial feedback or report statements (for staff to refine)
- Suggesting tailored next steps for pupil support

### c) Leadership & Admin

- Summarising meetings or writing internal communications
- Analysing trends in attendance or behaviour data
- Supporting CPD planning or curriculum reviews

*All outputs must be checked, personalised, and reviewed by staff*

## 6. Prohibited Use of AI

Staff, pupils, or third-party users must not:

- Upload names or identifiable pupil data into unapproved tools
- Use AI to make final decisions on pupil progress or safeguarding
- Share confidential school information with public AI platforms
- Use AI to replace safeguarding checks, personal judgment, or sensitive discussions

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*(Aligned with DfE AI Guidance – updated 12 August 2025, Ofsted, GDPR, KCSIE 2025, Equality Act, Prevent Duty, and UK statutory frameworks)*

## 7. Data Protection & GDPR Compliance

All AI tools must:

- Undergo a DPIA before use
- Store and process data securely and legally
- Only collect what's necessary ("data minimisation")
- Prefer UK-based storage and GDPR-compliant vendors
- Avoid uploading identifiable pupil or staff data unless approved
- Provide clear opt-out options where data may be used to train AI models

## 8. Ethical & Inclusive Use

We are committed to:

- Avoiding tools that reinforce stereotypes or create bias
- Ensuring AI enhances equity and access for SEND pupils
- Reviewing tools regularly for unintended bias or exclusion
- Promoting digital fairness, critical thinking, and safe use among pupils
- Ensuring staff can override any AI-generated recommendation

## 9. Digital Footprints & Pupil Rights

- Pupils and staff will be educated about digital footprints and how AI platforms may retain data
- All users should understand where their input goes and what it might be used for
- Staff and pupils should never share sensitive or personal information via AI tools

## 10. AI and Inclusion/SEND

- AI tools must never be used in ways that disadvantage pupils with SEND
- Any AI used for personalisation or support must be inclusive and adjusted to pupil needs
- The SENCO will be consulted on relevant AI use and accessibility

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## 11. Safeguarding and AI

- AI will never be used to manage safeguarding disclosures or processes
- AI tools must not be used for one-to-one chat with pupils unless clearly managed, recorded, and approved
- Any inappropriate output must be reported to the DSL immediately

## 12. Training and CPD

All staff will:

- Complete annual AI awareness and data protection training
- Receive tool-specific CPD where needed
- Be invited to peer-led sessions (e.g., hackathons) to share use cases
- Be encouraged to report misuse, issues, or opportunities

## 13. Pupil Preparation & Curriculum Integration

Pupils will:

- Learn about responsible and critical AI use
- Explore ethical considerations, accuracy, and bias in digital tools
- Be guided on using generative AI appropriately for homework or projects
- Be discouraged from relying on AI for tasks requiring original thinking

## 14. Monitoring & Evaluation

- AI usage will be tracked and reviewed by SLT and Governors
- Staff will be surveyed termly on workload impact and tool usefulness
- Tools will be audited annually for GDPR and safeguarding compliance
- All tools will have an exit strategy with procedures for data deletion and alternatives

## 15. Complaints & Incidents

Concerns about AI use should be reported to [Insert Role].

Complaints will be addressed through the school's standard process.

All AI-related incidents will be logged and reviewed, and the DPO/DSL consulted where appropriate.

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## 16. Related Policies

This policy should be read with:

- Safeguarding Policy
- Online Safety Policy
- Data Protection Policy
- Teaching & Learning Policy
- Homework & Assessment Policies
- Staff Code of Conduct
- Pupil Acceptable Use Policy

## 17. Future Considerations

- AI literacy embedded in the computing curriculum
- Pupil-facing AI tools under development will be reviewed and piloted
- Regular parent and governor briefings on school AI use
- School to consult external specialists as the AI landscape evolves

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Role: \_\_\_\_\_

Date: \_\_\_\_\_