

AI ETHICS & SAFETY STATEMENT

AUTUMN TERM, 2025

Purpose & Scope

This statement sets the ethical standards and safety rules for staff use of AI in our school/MAT. AI must help us deliver our School Improvement Plan, reduce workload, and never compromise safeguarding, inclusion, equity or legal compliance. It applies to all staff, contractors and volunteers using approved AI tools for work.

We follow: DfE guidance on AI in education, Ofsted's approach to AI in inspections, UK GDPR/DPA 2018 (including Article 22 on automated decisions), KCSIE safeguarding, and JCQ rules for assessments.

Principles we work by

1. **Human in the loop:** AI supports staff; it does not replace professional judgement or make high-stakes decisions about pupils or staff.
2. **Safeguarding first:** Use must be age-appropriate and never put pupils at risk; staff follow KCSIE and our safeguarding/online-safety procedures.
3. **Data minimisation:** Do not input personal/special category data unless a DPIA, lawful basis, and written approval are in place. Keep prompts/output storage to approved locations only.
4. **Fairness & inclusion:** We design use so it is accessible, actively checks for bias, and provides reasonable adjustments for staff/pupils who need them.
5. **Transparency & accountability:** We keep an AI Register (Article 30) for each use (purpose, lawful basis, owner, review date, DPIA link) and can explain decisions to pupils/parents.
6. **Quality & reliability:** Staff critically review AI outputs, checking for hallucinations/inaccuracies and ensuring sources are appropriate before use with pupils or families.
7. **Assessment integrity:** We follow JCQ guidance; where AI is allowed, parameters are explicit and pupils must declare any AI assistance.
8. **Security by default:** We follow national cyber guidance.

Safe & unsafe use

Allowed (examples, human-checked): drafting staff communications; lesson scaffolds; resource ideas; summaries of non-personal documents; admin efficiencies.

Not allowed without prior approval/DPIA: processing identifiable pupil/staff data; pastoral/clinical advice; surveillance/biometric/emotion recognition; automated grading/progression; uploading confidential reports; using personal accounts.

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Misuse, deepfakes, hallucinations, bias — what to do

- **Misuse:** If you see inappropriate prompts, unapproved tools, or policy breaches, stop and report (see Reporting below).
- **Deepfakes/misinformation:** Treat unexpected media with caution; do not share; report to DSL/IT for verification.
- **Hallucinations:** Treat confident-sounding outputs as drafts only; verify against trusted sources before using or sending.
- **Bias:** Watch for unfair assumptions or stereotypes in outputs; edit or discard, and flag patterns to the AI Lead.

Tool selection standards

Use only tools that are: GDPR-compliant, secure, auditable, and transparent about storage/use; avoid tools that store prompts/outputs for training, train on pupil data, or cannot be audited. Prefer vendors with clear DPA, data location, sub-processor lists, and exit/deletion terms. Integrate with MIS/VLE/Cloud/SSO to avoid duplication and shadow IT. Evaluate on cost-effectiveness, impact/workload reduction, inclusion/accessibility, and safeguarding.

Records & controls

- **AI Register** (Article 30): state the purpose, lawful basis, owner, review date, DPIA link for each AI use.
- **DPIAs:** complete before material changes or new tools.
- **Access & audit:** role-based access, usage logging (metadata-first), monthly checks, and termly reporting to SLT/governors

Training & support

All staff receive short, practical CPD on safe, effective AI use (prompting, when not to use AI, checking for bias/hallucinations, data protection and safeguarding). Champions model practice; quick-reference guidance is available to all.

Reporting & incidents

Report immediately if you: pasted personal data by mistake, suspect misuse, encounter deepfakes, or see unusual account activity. We triage within 24 hours (AI Lead/IT/DPO; DSL if safeguarding), follow our breach procedure and ICO timelines where required, and record lessons learned.

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Review

This statement is reviewed annually or sooner on updates from DfE, Ofsted, ICO, JCQ or legislation, and alongside our AI Strategy, AUP, DPIAs and Access & Audit Note.

Approved by: _____ Date: _____

Next review due: _____ (or upon statutory update)