



AI Use Policy for Frances Olive Anderson C of E Primary School

Approved By: Governing Board July 2026

Review Date: July 2027

Applies To: Staff, pupils, governors, volunteers, and visitors

1. Purpose

This policy sets out how Artificial Intelligence (AI) may be used safely, responsibly, and effectively within Frances Olive Anderson C of E primary School.

The school recognises that AI can support teaching, learning, and administration. However, AI must never replace professional judgement, safeguarding responsibilities, or the development of pupils' independent thinking and learning skills.

2. Definition of AI

For this policy, AI includes tools that can:

- Generate text, images, audio, or video
- Answer questions and provide explanations
- Support lesson planning and resource creation
- Analyse information and suggest actions

Examples include educational AI assistants and generative AI tools.

3. Principles

All AI use in school must be:

- Safe and age-appropriate
- Compliant with data protection requirements
- Fair, inclusive, and non-discriminatory
- Transparent and accountable
- Subject to human review and oversight

4. Staff Use of AI

Staff may use approved AI tools to support:



- Lesson planning
- Resource creation
- Administrative tasks
- Draft communications
- Differentiation of learning materials

Staff must:

- Check all AI-generated content for accuracy
- Ensure content is suitable for pupils
- Maintain professional responsibility for decisions
- Never upload confidential or personal pupil information into unapproved AI systems
- Follow UK GDPR and school data protection procedures

Staff remain responsible for all work produced using AI.

5. Pupil Use of AI

Pupils may only use AI:

- Under teacher supervision; or
- Through school-approved platforms

Pupils may use AI to:

- Explore ideas
- Ask questions
- Support research
- Practise skills

Teachers will explain when AI use is permitted for specific tasks.

6. Safeguarding

The school recognises that AI may create risks including:

- Inaccurate information
- Inappropriate content
- Online safety concerns
- Deepfakes and manipulated media

Any safeguarding concerns involving AI must be reported immediately through the school's safeguarding procedures.

7. Data Protection and Privacy



The school will:

- Use approved AI tools where possible
- Assess data protection risks before adopting new AI systems
- Ensure compliance with UK GDPR and the Data Protection Act 2018
- Minimise the sharing of personal data

Staff and pupils must not enter sensitive personal information into public AI tools without approval.

8. Equality and Inclusion

AI should support all learners, including pupils with SEND and additional learning needs.

Staff must remain aware that AI systems can produce biased or inaccurate outputs and should review all content carefully.

9. Monitoring and Review

The Headteacher and Senior Leadership Team will:

- Monitor AI use across the school
- Review approved tools
- Update this policy as technology and guidance develop

10. Breaches of the Policy

Failure to comply with this policy may result in:

- Withdrawal of access to AI tools
- Behaviour sanctions for pupils
- Disciplinary procedures for staff where appropriate