

‘Use of AI in School’ Policy



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St Margaret's is a community where every child and adult is *Created to Shine*, growing in *Love* for one another and *Aspiring* to be the best they can be. Our approach to artificial intelligence (AI) reflects this vision: AI should be used in ways that uphold dignity, safeguard wellbeing, strengthen professional judgement, and support high-quality teaching and learning. This policy sets out clear, practical expectations so that staff can use AI confidently, safely, and in line with DfE and Ofsted requirements.

1. Purpose of this Policy

- Ensure safe, ethical, and legally compliant use of AI across the school.
- Protect pupils, staff, and the school community from risks associated with AI.
- Support staff to use AI in ways that enhance—never replace—professional expertise.
- Provide clarity for Ofsted and governors on how AI is governed and monitored.

2. Core Principles for AI Use

- **Safeguarding first** — AI must never compromise pupil safety, confidentiality, or wellbeing.
- **Professional responsibility** — Staff remain fully accountable for all work produced with or supported by AI.
- **Transparency** — AI use should be open, explainable, and declared when relevant.
- **Equity and inclusion** — AI must not reinforce bias or disadvantage any pupil or group.
- **Data protection** — No personal, sensitive, or identifiable data may be entered into AI tools.

3. Acceptable Use of AI

Staff may use AI to support:

- **Administrative efficiency** — e.g. drafting documents, summarising documents, generating checklists or templates.
- **Curriculum planning** — generating ideas for lessons, resources, or explanations (checked for accuracy).
- **Professional development** — exploring research summaries, coaching prompts, or reflective questions.
- **Accessibility** — creating differentiated materials or alternative formats (reviewed for accuracy and suitability).

All AI-generated content must be:

- Reviewed carefully for accuracy, appropriateness, and alignment with school ethos.
- Edited and personalised to reflect professional judgement.
- Declared when used in formal documents, reports, or communications.

4. Prohibited Use of AI

Staff must **not** use AI for:

- Entering or processing **any personal data** about pupils, families, or staff (GDPR requirement).
- Writing formal reports or safeguarding records.
- Making decisions about pupils' progress, behaviour, SEND needs, or interventions.
- Creating content that could mislead, cause harm, or undermine trust.
- Using AI tools with pupils unless approved by the headteacher and risk-assessed.

5. AI Use with Pupils

- Pupils must not use AI tools without explicit staff supervision and prior approval.
- Any AI-supported learning activity must be age-appropriate, safe, and linked to curriculum intent.
- AI must not replace core learning, critical thinking, or teacher-led instruction.
- Staff must teach pupils to think critically about AI, including accuracy, bias, and digital citizenship.

At the point of writing - no AI tools are used with pupils at St Margaret's CE School.

6. Safeguarding, Data Protection & Security

- Staff must follow the school's Safeguarding Policy, Online Safety Policy, and GDPR procedures at all times.
- No identifiable pupil information (names, photos, SEN details, behaviour notes, assessment data etc) may be entered into AI systems.
- Staff must use only AI tools approved by the school leadership and these approved tools require a risk assessment. Staff may not upload school documents to unapproved AI platforms.
- Any concerns about AI misuse must be reported immediately to the DSL, DPO or headteacher.
- Staff must remain alert to safeguarding risks associated with artificial intelligence, including deepfake images, AI-generated intimate imagery, impersonation, online abuse, harassment, grooming, and manipulative AI chatbot interactions. Any concerns must be reported in line with the school's safeguarding procedures.
- Deep-Fake Response: Where AI-generated content involves: a pupil, a member of staff, intimate imagery, harassment, impersonation or any form of bullying staff must:
 1. preserve evidence
 2. report immediately to the DSL
 3. avoid redistribution
 4. consider safeguarding and online safety procedures
 5. involve external agencies where appropriate

7. Expectations for Staff Conduct

- Staff remain responsible for the quality, accuracy, and appropriateness of all work they produce.
- AI must support—not replace—professional expertise, relationships, and judgement.
- Staff should model ethical, safe, and responsible use of technology.
- All AI use must reflect the school's Christian vision and values: dignity, compassion, aspiration, and integrity.
- AI-generated material must be treated as draft content and independently verified before use.
- Safeguarding records, CPOMS entries, child protection referrals, witness statements, low-level concerns records and allegations records must be written solely by school staff and must never be created, summarised or rewritten using AI tools.

8. Monitoring and Review

- The headteacher and governing body will review AI use annually or sooner if guidance changes.
- The school will follow DfE and Ofsted updates to ensure ongoing compliance.

- Staff will receive training and updates as needed to support safe and effective practice.