

Broad Square Primary School



AI Policy

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Updated on:	Changes made / notes:
September 2026	

1. Introduction

Broad Square Primary School recognises the growing role that Artificial Intelligence (AI), including generative AI, plays in education, leadership, and wider society. Used appropriately, AI can enhance teaching and learning, reduce workload, support SEND provision, improve efficiency, and strengthen data-informed decision-making.

We also recognise the risks: data protection breaches, safeguarding concerns, bias, ethical issues, academic malpractice, and inaccuracies. This policy sets out how AI will be used safely, responsibly, and transparently across the school community.

This policy applies to all staff, governors, pupils, visitors, contractors and volunteers using AI tools in any capacity.

2. Aims

This policy aims to:

- Ensure the safe, secure and ethical use of AI across the school
- Promote transparency, accountability, and responsible innovation
- Reduce staff workload while protecting professional judgement
- Safeguard pupils from risks associated with AI technologies
- Protect the privacy and personal data of pupils, staff and governors
- Support pupils to develop knowledge, digital literacy and critical thinking
- Ensure AI use aligns with DfE guidance, UK GDPR, KCSIE, and Ofsted expectations

3. Definitions

- **Artificial Intelligence (AI):** Any non-human system capable of imitating human intelligence.
- **Generative AI:** Systems that create new content such as text, images, audio, video or code.
- **Open AI tools:** AI systems accessible to the general public that may store or learn from user inputs.
- **Closed AI tools:** Secure AI systems where user data is not used to train public models.

4. Regulatory Principles/Legislation

Broad Square Primary School follows the principles outlined in the Government's AI Regulation White Paper and the DfE's Generative AI in Education guidance:

Safety & Security – All AI systems must be safe, robust and protected.

Transparency – Staff, pupils, parents and governors must understand how and why AI is used.

Fairness – AI use must be equitable and bias must be identified and corrected.

Accountability – Human judgement overrides AI suggestions.

Contestability – AI-generated information can be challenged at any time.

All AI use within Broad Square Primary is governed by the following legislation and statutory guidance:

- **Data Protection Act 2018 (incorporating UK GDPR):** Regulates the processing of personal data, including data used by AI systems. The school must conduct Data Protection Impact Assessments (DPIAs) for high-risk AI systems, provide clear privacy notices, and report data breaches to the Information Commissioner's Office (ICO).

- **Education Act 1996 & 2002:** Sets out duties for safeguarding and curriculum delivery, including the responsible use of technology.
- **Keeping Children Safe in Education (KCSIE – current statutory version):** Requires robust safeguarding arrangements for online safety and technology use, including AI-powered tools.
- **Equality Act 2010:** Prohibits discrimination and mandates equal access to educational opportunities, including those involving AI systems.
- **Computer Misuse Act 1990:** Addresses cyber security and unauthorised access to systems.

The school will ensure ongoing compliance with all current and future statutory requirements relating to AI, data protection, safeguarding, and equality.

5. Roles and Responsibilities

5.1 Governing Board

The governing board will:

- Monitor the implementation of this policy
- Ensure AI use is ethical, effective and aligned with school priorities
- Use only approved AI tools
- Fact-check AI content and avoid entering identifiable data into open AI systems

5.2 Headteacher

The Headteacher will:

- Oversee all AI use within the school
- Ensure compliance with GDPR and safeguarding requirements
- Approve new AI tools following advice from the DPO and AI Lead
- Ensure staff receive appropriate training
- Review this policy annually

5.3 AI Lead

The AI Lead will:

- Support staff in effective AI use
- Maintain the approved AI tools list
- Provide training and guidance
- Monitor AI's impact on workload and teaching quality

5.4 DPO

The DPO will:

- Oversee GDPR compliance related to AI
- Run or review DPIAs for new AI tools
- Advise staff on safe data handling

5.5 DSL

The DSL will:

- Monitor safeguarding issues linked to AI (deepfakes, grooming, harmful content)
- Deliver staff training on AI risks
- Respond to incidents following KCSIE guidance

5.6 All Staff

Staff must:

- Use only approved AI tools
- Avoid entering personal data into open AI systems

- Fact-check all AI outputs
- Reference AI use where appropriate
- Report breaches to the DPO
- Report safeguarding concerns to the DSL immediately

5.7 Pupils and parents/carers

Pupils must:

- Follow safe and ethical guidelines when using AI
- Not use AI to cheat, impersonate others, or generate harmful content
- Reference AI use where appropriate

6. Staff Use of AI

AI can support staff by:

- Reducing workload (drafting letters, resources, summaries)
- Supporting lesson planning
- Enhancing accessibility for SEND pupils
- Supporting curriculum and research tasks

Staff must never enter personal or confidential information into open AI tools. Human judgement always overrides AI output.

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.

Given how rapidly AI is evolving, AI tools may be approved by the AI Lead without the consultation of the governing board. Information of which AI tools have been approved can always be found in the AI toolkit, found on the Virtual Office (Microsoft One Drive). This will always detail the approved uses of each tool.

Staff training

We will ensure that all staff receive regular training on the safe, ethical and effective use of AI, at least once per academic year. This training will cover: understanding the capabilities and limitations of AI tools; recognising and mitigating risks such as bias, inaccuracies and inappropriate content; applying AI in line with safeguarding requirements and data protection legislation; maintaining professional judgement when using AI for planning, assessment or communication; and following the school's protocols for secure, responsible use.

Staff will also be made aware of any updates to national or local guidance, emerging risks, and changes to the school's internal AI procedures. Additional targeted training will be provided where appropriate to support staff in confidently embedding AI in their roles while ensuring the highest standards of safety, accuracy and professionalism.

Process for approval

Staff are welcome to suggest new ways of using AI to improve pupil outcomes and reduce workload. Staff should contact the headteacher to discuss any ideas they may have with regards to using AI, so the headteacher and/or AI Lead can take the suggestions forward if they deem it to be

a satisfactory new method of working.

The AI Lead and Headteacher are ultimately responsible for signing off on approved uses of AI, or new AI tools, taking into account advice from the DSL, Computing Lead, the DPO and data protection impact assessments.

7. Intellectual property

Most generative AI tools use inputs submitted by users to train and refine their models.

Pupils own the intellectual property (IP) rights to original content they create. This is likely to include anything that shows working out or is beyond multiple choice questions.

Pupils' work must not be used by staff to train generative AI models without appropriate consent or exemption to copyright.

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

8. Bias

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

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.

9. 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

10. 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.

Safeguarding concerns arising from the use of generative AI must be reported immediately to the DSL in accordance with our school's child protection and safeguarding policy.

11. Educating Pupils About AI

Through computing and wider curriculum teaching, pupils will learn:

- What AI is and how it works
- Benefits and risks of AI
- How to critically evaluate AI-generated content
- How algorithms and bias affect AI outcomes
- How to be safe online and use digital tools responsibly

12. Use of AI by Pupils

Pupils may use AI:

- For supervised research
- As directed in computing or topic-based activities

Pupils must NOT use AI to:

- Complete homework or assessments dishonestly
- Generate inappropriate or harmful content
- Impersonate others
- Create or share false images, videos or information

Unattributed AI use may be treated as plagiarism.

We recognise that AI has many uses to help pupils learn. However, the use of generative AI tools are prohibited within school by pupils, except in the context of learning how they work. In these cases, the school's AI Lead will be consulted before teaching commences and will provide advice as to how best to use the school's approved closed generative AI tool (Google Gemini or Microsoft Copilot) in a safe and effective manner. Generative AI tools will be routinely blocked for pupil accounts and on pupil devices.

13. 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, Broad Square Primary School will treat this as a data breach and will follow the personal data breach procedure outlined in our data protection policy.

The school will:

- Conduct DPIAs before any new AI adoption
- Ensure GDPR compliance
- Protect sensitive data
- Treat unauthorised entry of personal data into AI tools as a data breach

14. Safeguarding

AI introduces risks including:

- Deepfake images
- Grooming or inappropriate contact
- Harmful content (including harmful advertisements and promotions)

- Bullying and harassment

Any concerns must be reported immediately to the DSL, Amanda Taylor. Any such incident or concern will be dealt with according to the procedures set out in the school's child protection and safeguarding policy and child protection referral process.

15. Formal Assessments

The school will:

- Prevent malpractice involving AI
- Follow JCQ guidance

16. Monitoring and Review

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 by the AI Lead and governing body 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 body at least annually.

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

The AI Lead will monitor the effectiveness of AI usage across the school.

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.

This is a live policy. The Headteacher and AI Lead will:

- Review it annually
- Update it as guidance or risks change
- Report outcomes to governors

17. Breach of this policy

By staff or governors

Breach of this policy by staff or governors will be dealt with in line with our staff/governor 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 and governors 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)
- 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 pupils

Any breach of this policy by a pupil will be dealt with in line with our behaviour policy and, if required, our child protection and safeguarding policy.

18. Linked Policies

This policy links to:

- Data Protection Policy
- Safeguarding & Child Protection Policy
- ICT/Online Safety Policy
- Relationships Policy
- Staff Code of Conduct
- Assessment Policy
- Equality Policy

Appendix 1 – Approved AI Tools

The following tools are approved for 2025–2027:

AI Tool	Approved For	Approved Use(s)
ChatGPT	Staff	Drafting letters, policies and admin documents; generating teaching ideas; creating retrieval questions/resources; summarising information; improving efficiency. No pupil-identifiable data entered.
Google Gemini	Staff	Drafting, summarising, planning, analysis, resource creation within Google Workspace. Closed generative AI – pupil data may be used for data analysis.
Microsoft Copilot	Staff	Secure AI assistant integrated with Microsoft 365; drafting documents, summarising emails, generating lesson ideas, analysing documents within the protected M365 environment.
KeyGPT	Staff	Safeguarded AI assistant for teachers; curriculum-aligned resource creation; lesson scaffolds; model texts; worksheets; differentiation ideas.
Oak Academy	Staff	Generating lesson structures, explanations and practice questions aligned to the National Curriculum.
Canva	Staff	Designing posters, newsletters, displays, social media graphics; drafting text; generating safe AI images for school communications.
Twinkl AI	Staff	Creating worksheets, writing frames, comprehension questions and adapting materials for SEND/EAL.
TT Rockstars	Staff / Pupils	AI analysis to identify fluency gaps in times tables; monitoring progress and informing intervention.
Arbor AI	Staff	Internal analytics: attendance trends, behaviour patterns, assessment insights within the secure MIS environment.

CPOMS AI	Staff	AI-supported keyword alerts and emerging-pattern detection within CPOMS. Not for generating reports.
Adobe Express / Firefly	Staff	Creating safe, licensed AI-generated images; posters; newsletters; marketing and website visuals.
Microsoft Designer	Staff	Generating visuals, posters, social assets and image-based resources within the secure Microsoft ecosystem.
TeachMate AI	Staff	Generating resources for teaching, pupil support and admin tasks.
Air Assessment	Staff	Assessment of children's writing, not generative AI.

*Additional tools approved on a case-by-case basis

Staff must not enter personal or sensitive data into open AI tools.

Monitoring arrangements

This policy will be shared with governors and reviewed annually

This policy can be provided in different formats upon request.

Date:

Signed: *Mr R. Morgan*

(Chair of Governors)

Date:

Signed: *Mrs C. Foden*

(Head Teacher)

