

# New Swannington Primary School



## Artificial Intelligence (AI) Policy

Approved by Governors: 03/02/26

Issue Date: 03/02/26

Next Review Date	Actual Review Date	Reviewed By	Changes made to Policy	Date & Minute No.	Chair of Governors Signature
03/02/27					

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## 1. Purpose of the Policy

This policy sets out New Swannington Primary School's approach to the safe, responsible, and effective use of Artificial Intelligence (AI). It aligns with Department for Education (DfE) guidance, *Keeping Children Safe in Education (KCSIE)*, UK GDPR, and the school's safeguarding and online safety responsibilities.

The policy aims to ensure that: - AI is used to enhance teaching, learning, and operational efficiency - Safeguarding and pupil wellbeing remain paramount - Staff and pupils understand the benefits and limitations of AI - Risks relating to data protection, bias, and misinformation are minimised

## 2. Definition of Artificial Intelligence

For the purposes of this policy, Artificial Intelligence (AI) refers to systems or tools that use data and algorithms to perform tasks that would otherwise require human intelligence. This includes, but is not limited to, generative AI tools that can produce text, images, audio, or code; adaptive learning platforms; and analytical or automation tools.

## 3. Legislative and Guidance Context

This policy should be read in line with: - *Keeping Children Safe in Education* (DfE) - DfE guidance on Generative AI in education - UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 - The school's Safeguarding and Child Protection Policy - The school's Online Safety Policy - The Staff Code of Conduct

## 4. Scope

This policy applies to: - All school staff, including teaching staff, support staff, leadership, and governors - All pupils - Volunteers, contractors, and visitors where AI systems are used on behalf of the school

It applies to AI use in: - Teaching and learning - Assessment and feedback - Planning and preparation - Administrative and operational tasks

## 5. Safeguarding and Child Protection

In line with *Keeping Children Safe in Education*, safeguarding is everyone's responsibility and must be central to any use of AI.

- AI tools must not expose pupils to harmful, inappropriate, or age-inappropriate content.
- Pupils must not have unsupervised access to AI systems that allow open internet access or interaction with unknown individuals.
- AI must not be used in a way that replaces professional curiosity, staff judgement, or safeguarding processes.
- Any safeguarding concerns arising from AI use must be reported immediately in line with the school's Safeguarding and Child Protection Policy.

## 6. Data Protection and Privacy

The school recognises its responsibilities under UK GDPR and the Data Protection Act 2018.

- Personal, special category, or identifiable data relating to pupils, staff, or families must not be entered into AI tools unless explicitly approved by the Headteacher and Data Protection Officer.
- Staff must ensure that AI tools used comply with data protection requirements and school policies.
- Where possible, anonymised or fictional data should be used.

## 7. Principles for the Use of AI

AI use at New Swannington Primary School will be guided by the following principles, reflecting DfE expectations:

### 7.1 Human Oversight

- AI supports staff; it does not replace professional judgement or responsibility.
- Final decisions about teaching, assessment, safeguarding, or behaviour always rest with staff.

### 7.2 Accuracy and Reliability

- AI-generated content must be checked for accuracy, appropriateness, and bias before use.
- Staff should be aware that AI systems can produce incorrect or misleading information.

### 7.3 Fairness and Equality

- AI must not disadvantage pupils with protected characteristics.
- Staff should be alert to potential bias within AI outputs and address this appropriately.

## 8. Use of AI in Teaching and Learning

### 8.1 Staff Use

Staff may use AI to: - Support lesson planning and curriculum development - Generate ideas, examples, or scaffolding strategies - Reduce administrative workload

Staff must: - Ensure all materials are suitable for primary-aged pupils - Review and adapt AI-generated content to meet pupils' needs - Ensure use aligns with the school's values and curriculum intent

### 8.2 Pupil Use

- Pupils may be taught about AI as part of the computing curriculum and wider digital literacy education.
- Any pupil use of AI tools must be supervised and age-appropriate.
- Pupils should be taught that AI outputs are not always accurate and must be questioned.

Pupils must not use AI to: - Complete assessed work unless explicitly permitted by the teacher - Access content that breaches the school's Online Safety or Behaviour Policies

## 9. Assessment and Academic Integrity

- AI must not be used to generate work that is submitted as a pupil's own.
- Staff may use AI to support feedback or identify patterns, but assessment judgements remain the responsibility of the teacher.
- The school will promote honesty, originality, and appropriate use of technology.

## **10. Use of AI for Administration and Professional Practice**

AI may be used to support: - Drafting policies, letters, and communications - Planning and preparation - Analysis of anonymised, non-personal data

Such use must be proportionate, transparent, and compliant with all relevant policies and legislation.

## **11. Training and Awareness**

- Staff will receive guidance on the safe and responsible use of AI.
- Online safety and safeguarding training will include consideration of emerging technologies, including AI, in line with KCSIE.

## **12. Monitoring, Reporting, and Review**

- The Headteacher and Senior Leadership Team are responsible for monitoring AI use.
- Any misuse of AI or safeguarding concern must be reported immediately through established procedures.
- This policy will be reviewed annually, or sooner in response to updated DfE guidance or legislation.