Ormskirk West End

Primary School

From Tiny Acorns, Mighty Oaks Grow.

Community Primary ages 4-11

# A.I Policy

**Approved: Summer 2026** Next Review Date: Summer 2027

Ormskirk West End Primary School recognises that Artificial Intelligence (AI) technologies are becoming increasingly common within education and wider society. This policy sets out how AI may be used safely, ethically and effectively to support teaching, learning, administration and school improvement.

Our aim is to ensure that AI enhances educational opportunities whilst maintaining the highest standards of safeguarding, data protection and professional integrity.

The school will use AI to:

- Support high-quality teaching and learning.
- Reduce unnecessary staff workload.
- Improve operational and administrative efficiency.
- Enhance accessibility and inclusion.
- Encourage creativity, innovation and digital literacy.
- Prepare pupils for an increasingly AI-enabled world.

1. Policy Statement

This school recognises that Artificial Intelligence (AI), including generative AI tools such as chatbots, image generators and AI-assisted educational technologies, can provide significant benefits for teaching, learning and administration when used safely, ethically and responsibly.

The school is committed to ensuring that all use of AI:

- Supports educational outcomes.
- Protects children from harm.
- Complies with safeguarding requirements.
- Protects personal data.

- Promotes academic integrity.
- Maintains human oversight and professional judgement will be maintained and exercised with all use of A.I.
- Meets statutory obligations under safeguarding, data protection, equality and education legislation. (GOV.UK)

2. Legal and Regulatory Framework

This policy should be read alongside:

- Keeping Children Safe in Education (KCSIE)
- UK GDPR
- Data Protection Act 2018
- Online Safety Act 2023
- Children and Families Act 2014
- Equality Act 2010
- DfE Generative AI in Education Guidance
- DfE Generative AI Product Safety Standards
- School Behaviour Policy
- Online Safety Policy
- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Assessment Policy

The school will monitor developments in government guidance and update this policy accordingly. (GOV.UK)

3. Purpose

The aims of this policy are to:

- Ensure safe and effective use of AI.

- Protect pupils from online harms associated with AI.
- Provide clear expectations for staff and pupils.
- Ensure transparency and accountability.
- Promote responsible digital citizenship.
- Maintain high standards of teaching and learning.
- Protect confidential and personal information. (GOV.UK)

4. Definition of AI

For the purposes of this policy, AI includes:

- Generative AI systems.
- Large Language Models (LLMs).
- AI chatbots.
- AI image generators.
- AI-assisted search tools.
- AI-powered educational software.
- AI assistants embedded within applications.

5. Principles for AI Use

All AI use within school must be:

- Safe
- Protecting children from harm and inappropriate content.
- Lawful
- Complying with safeguarding, data protection and intellectual property requirements.
- Transparent
- Users must be open about when AI has been used.
- Accountable

- Humans remain responsible for decisions and outputs.
- Educationally Appropriate
- AI should enhance learning rather than replace thinking, creativity or teacher judgement.
- Inclusive
- AI use must not disadvantage any pupil or protected group. (GOV.UK)

6. Governance and Responsibilities

Governing Body

The Governing Body will:

- Monitor implementation of this policy.
- Ensure appropriate oversight.
- Review AI-related risks annually.
- Receive reports of significant AI safeguarding incidents.

Headteacher
The Headteacher will:

- Authorise approved AI systems.
- Ensure staff training.
- Oversee compliance.
- Ensure appropriate monitoring arrangements.

DSL (Designated Safeguarding Leader)
The DSL will:

- Monitor AI-related safeguarding concerns.

- Record and investigate incidents.
- Liaise with external agencies where necessary.
- Ensure AI risks are considered within safeguarding arrangements.

DPO (Data Protection Officer)
The DPO will:

- Review data protection implications.
- Support risk assessments.
- Advise on lawful processing of personal data.

7. Approved AI Systems
Only AI systems approved by the school may be used for school purposes.
Before approval, the school will consider:

- Data protection compliance.
- Age appropriateness.
- Safeguarding controls.
- Content filtering.
- Monitoring capability.
- Supplier safety standards.
- Educational value.

A register of approved AI tools will be maintained by the Headteacher. (GOV.UK)

8. Staff Use of AI
Staff may use approved AI tools to support:

- Lesson planning.
- Resource creation.
- Quiz generation.
- Draft communications.
- Administrative tasks.
- Curriculum design.

- Accessibility support.

Staff remain fully responsible for all outputs and must:

- Check all AI-generated content before use.
- Correct inaccuracies.
- Remove bias where identified.
- Exercise professional judgement.
- Ensure content is age appropriate.

AI must not replace teacher assessment, safeguarding judgement or professional decision-making. (GOV.UK)

9. Staff Prohibited Uses

Staff must not:

- Upload confidential pupil information into unapproved AI systems. (Any Open AI systems such as Chat GPT)
- Upload safeguarding records.
- Upload SEND records.
- Upload health information.
- Upload child protection information.
- Rely solely on AI for risk assessments.
- Use AI to make disciplinary decisions.
- Use AI to write safeguarding referrals without professional review.
- Use AI to create inappropriate or discriminatory content.

All final decisions remain the responsibility of staff. (GOV.UK)

10. Pupil Use of AI

The school recognises that pupils may encounter AI both within and outside school.

Pupils may use approved AI tools when:

- Directed by a teacher.
- Completing approved classroom activities.
- Developing digital literacy skills.
- Learning about AI technologies.

Pupils must:

- Follow teacher instructions.
- Use school-approved systems only.
- Treat AI outputs critically.
- Report inappropriate responses immediately.
- Respect copyright and intellectual property.

Use will always be age-appropriate and supervised. (GOV.UK)

11. Pupil Prohibited Uses

Pupils must not:

- Use AI to bully, harass or intimidate others.
- Create fake images or deepfakes of any person.
- Generate inappropriate or offensive content.
- Share personal information.
- Attempt to bypass filtering systems.
- Use AI to cheat in assessments.
- Impersonate staff or other pupils.
- Use unapproved AI systems on school devices.

If these rules are not followed, the school will take appropriate steps in line with its behaviour policy.

12. Assessment and Academic Integrity

The school expects all work to represent the pupil's own understanding and effort.

Where AI use is permitted:

- Teachers will specify acceptable use.
- Pupils must acknowledge AI assistance where required.
- AI-generated content must not be presented as wholly original work.
- Assessment arrangements must comply with relevant examination and assessment guidance.

Teachers should design learning activities that assess understanding rather than simple content production. (GOV.UK)

13. Safeguarding and Child Protection

The school recognises that AI introduces new safeguarding risks.
These may include:

- Exposure to harmful content.
- Misinformation and disinformation.
- Grooming risks.
- Manipulative chatbot interactions.
- AI-generated sexual content.
- Deepfakes.
- Image-based abuse.
- Online exploitation.
- Impersonation and fraud.

Staff must report concerns immediately to the DSL in line with safeguarding procedures. AI-related concerns will be managed in accordance with KCSIE and the school's safeguarding policy. (NSPCC Learning)

14. AI and Online Safety

The school will ensure that AI risks are explicitly considered within online safety arrangements.
This includes:

- Teaching pupils about AI risks.
- Educating pupils about misinformation and disinformation.
- Teaching critical evaluation skills.
- Discussing deepfakes and manipulated media.
- Addressing AI-enabled bullying.
- Monitoring emerging risks.

AI-related online safety education will be integrated into the curriculum where appropriate. (GOV.UK)

15. Data Protection and Privacy

No personal information should be entered into AI systems unless specifically approved by the school.
Staff and pupils must not input:

- Full names.
- Addresses.

- Medical information.
- Safeguarding information.
- Behaviour records.
- SEND documentation.
- Photographs of pupils.

The school will maintain transparency regarding AI use and data processing by clearly informing staff, pupils, parents and carers when AI tools are being used to support educational or administrative activities. Information about the purpose of the AI system, the data it processes, how personal information is protected, and any third parties involved will be communicated through the school's policies, privacy notices and website. The school will ensure that all AI use complies with UK data protection legislation and relevant GOV.UK guidance, enabling stakeholders to understand how decisions are supported, how data is managed, and how concerns can be raised.

16. Equality, Bias and Inclusion

AI systems can produce biased, inaccurate or discriminatory outputs.

Staff must:

- Review outputs carefully.
- Challenge stereotypes.
- Ensure inclusive practice.
- Consider the impact on protected groups.

Any concerns regarding discriminatory outputs must be reported to senior leaders. (GOV.UK)

17. Training

The school will provide appropriate training for:

Staff

Including:

- Safe AI use.
- Data protection.
- Safeguarding implications.
- Bias and discrimination.

- Academic integrity.
- Appropriate classroom use.

Pupils

Including:

- Responsible use.
- Online safety.
- Critical thinking.
- Verification of information.
- Privacy and digital footprints.

(GOV.UK)

18. Risk Assessment

Before introducing any AI tool, the school will complete a risk assessment considering:

- Safeguarding.
- Data protection.
- Age suitability.
- Educational benefit.
- Content moderation.
- Supplier safety arrangements.
- Equality impacts.

High-risk tools will not be approved. (GOV.UK)

19. Incident Reporting

Any AI-related incident must be reported immediately.

Examples include:

- Harmful AI outputs.
- Data breaches.
- Safeguarding concerns.
- AI-enabled bullying.
- Deepfake incidents.

- Inappropriate content generation.
- Unauthorised AI use.

The Headteacher and DSL will determine appropriate actions.

20. Monitoring and Review

The school will review:

- Approved AI tools annually.
- AI-related incidents termly.
- Safeguarding trends – through our Netsweeper and On Guard systems (in the moment alerts and weekly reports)
- Staff compliance. (Through weekly reports from Netsweeper)
- Pupil use patterns. (Through in the moment On Guard system and weekly Netsweeper reports).
- Emerging government guidance.

**Register of Approved AI Use:**

- Copilot for Microsoft 365. This is a closed AI platform and can be used in all instances.
- Chat GPT, Canva, Teachmate AI and Notebook LM. These are Open AI platforms so must only be used for the use of generic resources and administration not linked with the school's name, pupils or staff.
- **Open AI/Open-source AI** = anyone can inspect, modify, and often run the model themselves.
- **Closed AI** = the company that created the AI keeps the technology private and controls how it is used.

Review date: Summer 2026

Next review: Summer 2027 (or sooner if required).