Schools for Every Child

AI Policy

We are an education Trust that is committed to running dynamic, ever-improving schools. We work to make sure that every child feels they belong in their school where they feel safe and inspired by learning. For us, learning is an adventure. It is a privilege and a responsibility for all who work with us to ensure that the journey through school is exciting, challenging, caring and enriching, and that every child experiences joy, wonder, calm and success.

Approval Level	CEO
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Trust/Template/School level	Trust
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"The purpose of governance is to provide confident, strategic leadership and to create robust accountability, oversight and assurance for educational and financial performance". (DfE)

Approval History

Committee Approval	Status	Next Review Date
	Review in progress Submitted for Ratification Live Policy	30/04/2026

1. **Introduction**
    1.1. At Schools for Every Child we recognise the potential for Artificial Intelligence (AI), particularly Generative AI (e.g., ChatGPT), to transform how our schools and trust are managed and how pupils learn. This policy outlines our approach to integrating AI responsibly into how we run our Trust and how we deliver learning, enabling everyone to benefit from new technologies, educating them about safe, responsible and ethical AI use.
    1.2. We recognise the guidance set out in the [Department for Education's Statement on Generative Artificial Intelligence in Education](#). This policy has been informed by that guidance.
    1.3. All users of generative AI will comply with relevant laws, regulations, policies and guidelines governing [Keeping Children Safe in Education](#), intellectual property, copyright, data protection and other relevant areas. We will prioritise the safeguarding of our pupils and their online safety and will not knowingly use any AI technology that puts them at greater risk. Staff will not provide intellectual property, including pupils' work, to be used to train Generative AI models without appropriate consents or exemptions in place

2. **Core principles**
    2.1. When we invest in, implement, and use AI in our schools we follow these key principles:

    - **Equity and inclusion:** We commit to deploying AI technologies in a way that is equitable and promotes inclusion, addressing biases and ensuring fair access to educational opportunities for all pupils.

    - **Transparency:** We prioritise transparency in AI usage, ensuring that students, families, and staff understand how and where it is used and the effects on teaching and learning.

    - **Privacy:** We apply strict data protection standards, including safeguarding student and staff data used in AI applications. Our full data protection policy can be found here https://www.schoolsforeverychild.org.uk/attachments/download.asp?file=579&type=pdf

    - **Accountability:** We hold ourselves accountable for the ethical design, development, and implementation of AI systems, regularly reviewing their impact and efficacy. The Headteacher will ensure this policy is brought to the attention of all staff.

    - **Educational value:** We consider how AI applications align with the curriculum scope and objectives and serve to improve teaching and learning experiences and outcomes for pupils.

    2.2. We use AI as an administrative and educational tool, and actively develop staff and pupils' AI literacy and skills. We use AI to help teachers manage their workload rather than add to it, and to improve and streamline school operations to maximise time and resources available for teaching and learning.

3. **Guidelines for staff**
    3.1. Staff must not share personal or private information with AI tools without permission from the school Headteacher or the CEO. To clarify this means AI should not be provided with pupil or school specific information (as this data is no longer secure once it is loaded onto the many AI systems and is then used by the AI platform as a learning aid).
    3.2. Staff are permitted to explore and use AI-based tools and technologies to support their work where no proprietary or personal information is shared with the AI tool. Examples may include use of licensed AI tools for lesson planning, production of curriculum materials, and administration. Staff must be transparent with their headteacher about their use of generative AI. Before using new systems or software that involves the school or its pupils in any way (even if privately purchased, or in your own time) the Hedteacher must agree.

3.3. The trust is actively exploring how we can offer a secure AI service so that staff can undertake tasks where sharing of proprietary information may be required, such as specific pupils marking and feedback, individual report writing, summarising confidential or personal documents, generating content for lessons that contains information about pupils, in the future. The activities listed in 3.3 remain prohibited at present (when identifiable pupil information (e.g., name, very specific characteristics, DoB, etc) is used to generate the results).

3.4. AI tools will be used responsibly, ensuring they complement expertise but do not create a substitute for professional judgement. Staff remain professionally responsible and accountable for the quality and content of any output they have generated using AI.

- **Professional judgement:** Staff exercise professional judgement in checking AI-generated content for accuracy, relevance, and appropriateness before use in educational settings. They are expected to provide context, and supplement AI-generated materials with their expertise.

- **Personalisation and learning:** Staff must promote equity in education by considering use of AI to address learning gaps and provide personalised support, preparing all pupils for a future in which AI technology will be an integral part, being mindful of disparities in opportunities for different pupils.

- **Data protection and Intellectual Property:** Staff are trained to protect personal and sensitive data, ensuring compliance with data protection legislation and other school policies, recognising the risks posed by AI. Staff also need to respect pupils' intellectual property rights, ensuring that original work (including homework) is not used to train AI models without appropriate consent or exemption to copyright.

3.5. Teaching staff will emphasise to pupils the importance of critical thinking, creativity, and originality in their work. Clear guidelines and expectations will be communicated to pupils regarding the appropriate use of generative AI tools for homework and during assessments, ensuring that their work reflects their own efforts and understanding.

3.6. **All staff are responsible for reading and understanding this policy before using any AI technology. Staff must report any suspected breaches of this policy to the Headteacher or CEO.**

4. **Guidelines for Pupils**

4.1. Pupils must be clear and transparent where work has been generated with the help of AI.

- **Understanding Generative AI:** Pupils are educated on the capabilities and limitations of the most widely available, age-appropriate, Generative AI tools, empowering them to critically evaluate AI-generated content. They learn to discern between reliable and unreliable information and use AI tools responsibly.

- **Responsible use:** Pupils are [encouraged/allowed] to use AI tools as aids to supplement their understanding rather than relying on AI-generated content. They are taught to quality-assure and fact-check information and get help from teachers and support staff when needed. Pupils are taught not to enter personal details or sensitive information into Generative AI tools.

- **Digital citizenship:** Pupils are trained in digital citizenship and online safety, including understanding the implications of sharing personal data and intellectual property online. They learn to protect their privacy and respect the intellectual property rights of others in digital environments.

5. **Risk management**

5.1. **Educational integrity:** Measures are taken to prevent misuse of AI in assessments and safeguard the integrity of qualifications.

5.2. **Online safety:** Guidance is available to protect against harmful or inappropriate content online, including content generated by AI, from the school E-safety led / DSL.

6. **Future skills development**

    6.1. **Knowledge-rich curriculum:** Students will be equipped with foundational knowledge and critical thinking skills effectively before using emerging technologies like Generative AI. In an anonymous and secure way.

7. **AI governance**

    - Headteachers are currently the lead for use of generative AI technology (they may delegate this responsibility but they remain accountable) . They monitor compliance and work with the wider school community to communicate, promote and regulate AI use, including providing or arranging training where needed.

    7.1. At Schools for Every Child, we are committed to harnessing AI technologies responsibly where they can improve teaching and learning outcomes. By applying ethical principles, promoting transparency, and implementing measures to safeguard pupils, we aim to use AI effectively for the benefit of our school community.