

Gillamoor CE Primary School



AI Policy

Ratified by Governors: April 21st 2026

Review Date: April 2027

Gillamoor CE Primary School – Artificial Intelligence (AI) Policy

Aligned with Department for Education guidance and KCSIE 2025

1. Purpose

This policy outlines how AI is used, restricted, and monitored at Gillamoor CE Primary School to ensure safe, ethical, and legally compliant practice. It reflects current guidance from the Department for Education (DfE), Ofsted, and the Information Commissioner's Office (ICO), and incorporates updated safeguarding expectations within *Keeping Children Safe in Education (KCSIE) 2025*.

2. Scope

This policy applies to:

- **All staff** (teaching and non-teaching)
- **Pupils** (through restrictions and supervised access)
- **Governors**
- **Contractors and third-party providers**

3. Roles and Responsibilities

Headteacher

- Ensure this policy is implemented and reviewed annually, acknowledging the fast-changing nature of AI technologies.
- Approve any new AI tools following risk assessment and due diligence.
- Communicate with parents regarding AI use in school.

All Staff

- Follow this policy in all instances of AI use.
- Report misuse or concerns to SLT or the Designated Safeguarding Lead (DSL).

Data Protection Officer (DPO)

- Monitor AI-related risks and recommend policy updates.
- Support staff with technical queries or data-protection considerations.

4. Current Position on AI Use

- **Pupil Access:** Google Search is currently the only approved digital tool pupils may use, and only under full supervision.
- **Staff Use:** Open-source generative AI tools may be used for curriculum planning and administrative tasks where appropriate.
- **DfE Compliance:** Staff will follow the DfE's *Generative AI: product safety expectations*, which outline safe use requirements and how filtering and monitoring must apply to generative AI in education.
- **Safeguarding Compliance:** All AI use must meet KCSIE 2025 expectations, including expanded content-risk categories such as misinformation, disinformation, and manipulated or fake content.

5. AI Image-Generation and Pupil Safety

If the school introduces pupil use of AI image tools, the following safeguards will apply:

- Access will be **limited, supervised, and age-appropriate**, and only via platforms with robust moderation, filtering and monitoring.
- KCSIE 2025 requires schools to protect pupils from exposure to manipulated media, deepfakes, misinformation and disinformation.
- Staff must supervise all interactions with AI image tools and ensure that images are used solely for curriculum-linked purposes and follow safeguarding, online-safety, and data-protection procedures.
- No AI-generated images of pupils, staff, or identifiable individuals may be created without explicit permission and a clearly defined educational need.
- Pupils will be taught to evaluate digital and AI-generated imagery as part of the school's digital literacy curriculum.

6. Acceptable Use by Staff

Staff may use AI tools for:

- Developing curriculum resources
- Drafting letters or communications (with human oversight)
- Improving administrative efficiency (e.g., summarising documents, drafting templates)

Approved or commonly used tools may include: **ChatGPT, Microsoft Copilot, Twinkl, Aila (Oak Academy Trust)**.

Conditions for Use

- All AI-generated content must be reviewed and approved by a human before use.
- AI should support—not replace—professional judgement, teaching expertise, or pupils' own work.
- Large Language Models (LLMs) may generate incorrect, misleading, or biased outputs; staff must apply critical evaluation.

Prohibited Use

- **No personal data** (pupils, parents, staff, or identifiable individuals) may be entered into any AI system — in line with ICO and KCSIE data-protection expectations.
- **No automated decision-making**; all outputs must be subject to human judgement.
- Only public figures in the published curriculum may be referenced.

7. Safeguarding and Online Safety

All AI use must comply with the school's safeguarding, online-safety, and acceptable-use policies.

- Pupils **must not** use generative AI systems (e.g., ChatGPT, Copilot) unless overseen by a staff member.
- Filtering and monitoring systems are used to block harmful or inappropriate content, as required in KCSIE 2025 and DfE filtering and monitoring standards.
- Teachers must supervise all pupil online activity, ensuring age-appropriate filters are active.

The school will protect pupils from:

- Deepfakes
- Manipulated, misleading or distressing imagery
- Mis/disinformation and conspiracy-based content (explicitly included in KCSIE 2025 updates).

All AI-generated teaching materials must be checked by staff before use.

8. Data Protection and Privacy

In line with ICO guidance and DfE expectations:

- No personal or sensitive data may be shared with AI tools.
- Staff must not use AI tools to process pupil or staff data.
- Any AI use involving data must be pre-approved by the DPO.

- Data must be stored and processed in accordance with the Data Protection Act 2018 and UK GDPR, as reinforced in KCSIE 2025.

9. Breaches of Policy

Any breach—including unauthorised AI use or improper data handling—will be taken seriously and addressed under the school’s Code of Conduct and disciplinary procedures.