St Stephen's CE Primary School: Artificial Intelligence (AI) Policy

Date of Implementation: 2025-09-08
Date of Review: Annually (September)

1. Introduction and Purpose

This policy outlines St Stephen's CE Primary School's approach to the use of Artificial Intelligence (AI) within the school environment. It aims to ensure that AI is used ethically, safely, and effectively to enhance teaching, learning, and school operations, while aligning with our Christian values of thankfulness, respect, hope, forgiveness, trust, and love, and our vision that "with God, nothing shall be impossible."

This policy is designed to:

- Provide a framework for the responsible and ethical use of AI.
- Ensure the safety and well-being of all pupils and staff.
- Promote digital literacy and critical thinking skills among pupils.
- Support the school's improvement priorities, especially in writing, teaching and learning, reading, curriculum refinement, SEND adaptation, and outdoor learning.
- Address OFSTED's concerns regarding policy implementation and curriculum knowledge.
- Reflect the school's context, including its high percentage of PP and EAL pupils.

2. Scope

This policy applies to all members of the St Stephen's CE Primary School community, including:

- All staff (teaching and non-teaching)
- All pupils
- Parents/Carers
- Governors
- Volunteers
- Visitors who use school-provided technology or AI tools on school premises.

This policy covers all uses of AI within the school, including but not limited to:

- AI-powered educational software and platforms
- AI-assisted assessment tools
- AI-driven administrative systems
- AI tools used for research and data analysis
- AI used in assistive technologies for pupils with SEND
- AI used to support EAL pupils

Key Questions for School Leaders:

- Are there any specific areas where we anticipate using AI most frequently?

The school uses SLT AI, Chat GPT, National Online College AI and
- How will we ensure that all stakeholders are aware of this policy and its implications?

3. Legal and Ethical Framework

This policy is informed by the following legislation and ethical considerations:

- **UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018:** Ensuring the privacy and security of personal data used by AI systems.
- **Equality Act 2010:** Preventing discrimination in the design and deployment of AI systems.
- **Children and Families Act 2014:** Considering the needs of pupils with SEND when implementing AI solutions.
- **Keeping Children Safe in Education (KCSIE):** Addressing online safety and safeguarding risks associated with AI.

- **National AI Strategy (UK Government):** Promoting responsible and ethical AI innovation.
- **UNESCO Recommendation on the Ethics of AI:** Guiding principles for ethical AI development and use.
- **Our School's Christian Values:** Ensuring that AI is used in a way that reflects thankfulness, respect, hope, forgiveness, trust and love.

Key Questions for School Leaders:

- How will we ensure that all AI systems used in the school comply with relevant data protection laws?
- We use trusted advice ie:

https://www.gov.uk/government/publications/generative-artificial-intelligence-in-education/generative-artificial-intelligence-ai-in-education

https://educationhub.blog.gov.uk/2025/06/artificial-intelligence-in-schools-everything-you-need-to-know/

Staff will undertake training from the national online college or Gov.uk
https://www.gov.uk/government/publications/understanding-ai-in-education-module-1

- What measures will we take to prevent bias and discrimination in AI algorithms?
- How will we address ethical concerns related to AI, such as algorithmic transparency and accountability?

4. Roles and Responsibilities

- **Headteacher:** Overall responsibility for the implementation and monitoring of this policy.
- **Senior Leadership Team (SLT):** Supporting the Headteacher in implementing the policy, ensuring staff training, and addressing any concerns.
- **Computing Lead:** Providing expertise on AI technologies, evaluating AI tools, and supporting staff in their use.
- **SENDCo:** Ensuring that AI tools used for pupils with SEND are appropriate and effective.
- **EAL Coordinator:** Ensuring that AI tools used for EAL pupils are appropriate and effective.
- **Teachers:** Using AI tools responsibly and ethically in their teaching practice, monitoring pupil progress, and reporting any concerns.
- **Pupils:** Using AI tools responsibly and respectfully, following school guidelines, and reporting any concerns.
- **Parents/Carers:** Supporting the school's AI policy, discussing online safety with their children, and reporting any concerns.

- **Governors:** Overseeing the implementation of the AI policy and ensuring its effectiveness.

Key Questions for School Leaders:

- Who will be the primary point of contact for questions and concerns related to AI?
- How will we ensure that all staff members understand their roles and responsibilities under this policy?
- What resources will be allocated to support the implementation of this policy?

5. Implementation Strategies

- **Curriculum Integration:**

  o Integrate AI concepts into the computing curriculum to promote digital literacy and critical thinking skills.
  o Use AI tools to support learning in other subjects, such as writing, reading, and mathematics.
  o Develop lesson plans that encourage pupils to explore the ethical implications of AI.

- **Staff Training:**

  o Provide training for all staff on the responsible and ethical use of AI tools.
  o Offer ongoing professional development to keep staff up-to-date with the latest AI technologies and best practises.
  o Include training on data privacy, online safety, and safeguarding.

- **Pupil Education:**

  o Educate pupils about the benefits and risks of AI.
  o Teach pupils how to use AI tools responsibly and ethically.
  o Promote critical thinking skills to help pupils evaluate the information generated by AI systems.

- **Data Privacy and Security:**

  o Implement robust data privacy and security measures to protect pupil and staff data.
  o Conduct regular data protection impact assessments (DPIAs) for AI systems.
  o Obtain consent from parents/carers for the use of AI tools that collect personal data.

- **Accessibility and Inclusion:**

  o Ensure that AI tools are accessible to all pupils, including those with SEND and EAL.
  o Provide appropriate accommodations and support for pupils who may struggle with AI technologies.

- **AI Tool Selection and Evaluation:**

  - o Establish a clear process for selecting and evaluating AI tools, considering factors such as effectiveness, ethics, and data privacy.
  - o Prioritise AI tools that are aligned with the school's values and educational goals.

- **Addressing Gaps in Prior Learning:**

  - o Use AI tools to identify and address gaps in pupils' prior learning, particularly in writing and reading.
  - o Personalise learning experiences based on individual pupil needs.

- **SEND Adaptation:**

  - o Utilise AI to adapt lessons and planning effectively for pupils with SEND, addressing the concerns raised by OFSTED.
  - o Provide assistive technologies powered by AI to support pupils with specific learning needs.

- **Outdoor Learning:**

  - o Explore the use of AI to enhance outdoor learning experiences, such as identifying plants and animals or analysing environmental data.

- **Parent/Carer Engagement:**

  - o Inform parents/carers about the school's AI policy and its implications.
  - o Provide opportunities for parents/carers to learn more about AI and its potential benefits for their children.
  - o Address any concerns or questions that parents/carers may have.

Key Questions for School Leaders:

- What specific training will be provided to staff on the use of AI tools?
- How will we ensure that all pupils have equal access to AI technologies?
- What data privacy and security measures will be implemented to protect pupil data?
- How will we evaluate the effectiveness of AI tools in improving teaching and learning?
- How will we communicate this policy to parents and the wider school community?

6. Acceptable Use Guidelines

- **Staff:**

  - o Use AI tools in a way that is consistent with the school's code of conduct and professional standards.
  - o Respect the privacy of pupils and staff when using AI tools.
  - o Report any concerns about the use of AI to the appropriate authorities.

- o Do not use AI tools to create or disseminate inappropriate content.
- **Pupils:**

    - o Use AI tools for educational purposes only.
    - o Respect the privacy of others when using AI tools.
    - o Report any concerns about the use of AI to a teacher or other adult.
    - o Do not use AI tools to cheat or plagiarise.
    - o Do not use AI tools to create or disseminate inappropriate content.

Key Questions for School Leaders:

- What specific guidelines will be provided to staff and pupils on the acceptable use of AI tools?
- How will we monitor the use of AI tools to ensure compliance with these guidelines?
- What disciplinary actions will be taken for violations of the acceptable use guidelines?

7. Monitoring and Review

- The Headteacher will be responsible for monitoring the implementation of this policy.
- The Computing Lead will conduct regular audits of AI systems to ensure compliance with data privacy and security standards.
- Pupil and staff feedback will be collected to evaluate the effectiveness of AI tools and identify areas for improvement.
- This policy will be reviewed annually, or more frequently if necessary, to ensure that it remains up-to-date and effective.
- The review process will involve input from all stakeholders, including staff, pupils, parents/carers, and governors.

Key Questions for School Leaders:

- How will we measure the success of this policy?
- What data will be collected to monitor the implementation of this policy?
- How will we use the results of the monitoring and review process to improve the policy?

8. Safeguarding Considerations

- AI systems must be designed and used in a way that protects pupils from harm.
- Appropriate safeguards must be in place to prevent pupils from accessing inappropriate content or being exposed to online risks.
- Staff must be trained to identify and respond to safeguarding concerns related to AI.
- The school's safeguarding policy will be updated to address the specific risks associated with AI.

Key Questions for School Leaders:

- What specific safeguarding measures will be implemented to protect pupils from harm?
- How will we ensure that staff are trained to identify and respond to safeguarding concerns related to AI?
- How will we work with parents/carers to promote online safety and responsible use of AI?

9. Addressing OFSTED Concerns

This policy directly addresses the concerns raised by OFSTED in the most recent inspection:

- **Teaching and Learning:** AI tools will be used to personalise learning experiences and address gaps in prior learning.
- **Adapted Lessons and Planning:** AI will be used to create more effective and individualised lesson plans for pupils with SEND.
- **Behaviour Policy:** The responsible use of AI will be integrated into the school's behaviour policy.
- **Teacher's Knowledge of Curriculum and Framework:** Training will be provided to ensure that teachers have a strong understanding of the curriculum and how AI can be used to support it.
- **Gaps in Prior Learning:** AI will be used to identify and address gaps in pupils' prior learning, particularly in writing and reading.
- **Policy Implementation:** This policy provides clear guidelines and responsibilities to ensure that it is fully implemented in all classrooms.

Key Questions for School Leaders:

- How will this policy help us to address the specific areas for improvement identified by OFSTED?
- How will we monitor the impact of this policy on teaching and learning outcomes?

10. Communication and Dissemination

- This policy will be made available on the school website and in the school office.
- Parents/carers will be informed about the policy through newsletters, emails, and parent meetings.
- Staff will be trained on the policy as part of their professional development.
- Pupils will be educated about the policy in age-appropriate ways.

Key Questions for School Leaders:

- How will we ensure that all stakeholders are aware of this policy and its implications?

- What communication channels will be used to disseminate information about the policy?

11. Review Mechanism

This policy will be reviewed annually by the Headteacher, in consultation with the SLT, Computing Lead, SENDCo, EAL Coordinator, and governors. The review will consider:

- The effectiveness of the policy in achieving its objectives.
- Any changes in legislation or best practice.
- Feedback from stakeholders.
- The impact of the policy on teaching and learning outcomes.

Key Questions for School Leaders:

- How will we ensure that the review process is thorough and comprehensive?
- Who will be responsible for conducting the review?

12. Related Policies

This policy should be read in conjunction with the following school policies:

- Safeguarding Policy
- Acceptable Use Policy
- Data Protection Policy
- E-Safety Policy
- SEND Policy
- Equality Policy
- Behaviour Policy

Key Questions for School Leaders:

- How do these related policies align with this AI policy?
- Are there any inconsistencies between these policies that need to be addressed?

School Policy Tracker (https://schoolpolicytracker.co.uk) provides a cost efficient, efficient way to manage your complete policy review schedule which means you'll never have an out-of-date policy again.