



Artificial Intelligence Policy

Summer 2026 – Summer 2028

**Reviewed by: Full Governing Body
Coordinator: Headteacher
Date: Summer 2026
Review Date: Summer 2028**

Because, in general, the terms and conditions of generative AI tools state that children under 13 (or older) are not permitted to use the service, this policy does not include pupils in the scope.

1.	Introduction: Provides an overview of the policy's objectives and the importance of ethical AI use in the school.
2.	Purpose of this policy: Outlines the aims of the policy, including promoting safe and responsible AI use and addressing potential challenges.
3.	Related policies: Describes how the AI policy interacts with other key school policies to ensure a cohesive approach.
4.	Scope: Defines who the policy applies to.
5.	Glossary / Definitions of terms: Provides clear definitions of key terms and concepts related to AI used in the policy.
6.	Roles and responsibilities: Details the specific roles and responsibilities of staff members in implementing and overseeing the AI policy and the use of AI.
7.	Data Protection: Explains how the school will protect personal data in compliance with UK GDPR and other relevant regulations.
8.	Safeguarding: Outlines measures to ensure AI tools are used in a way that protects children from harm, including monitoring and reporting mechanisms.
9.	Ethical use: Addresses potential biases, ensures fairness and non-discrimination, and outlines the ethical use of AI tools.
10.	List of approved tools, with example uses Provides a list of AI tools approved for use in the school, along with examples of how they can be used, and parameters for use.
11.	Staff training Describes the training plans to ensure staff understand AI risks and benefits, GDPR compliance, and safeguarding protocols.
12.	Teaching pupils about AI Offers guidance on how to introduce pupils to AI concepts, including age limits, reporting concerns, and basic AI functionality.
13.	Reporting concerns / Incident management Details the processes for reporting concerns and managing incidents related to AI tools, including timescales and escalation procedures.
14.	Monitoring and review: Explains how the school will monitor the effectiveness of the AI policy and make necessary updates, including stakeholder consultation.

1. Introduction

At Bowmansgreen we recognise that the use of AI can bring many benefits to education, but that there are also challenges which need to be addressed and risks mitigated.

Benefits include rapidly producing materials, adapting learning content to meet the needs of individual pupils, using data analytics to potentially identify pupils at risk of falling behind, enabling early intervention and giving staff more time to focus on teaching and pupil interaction.

Challenges include those surrounding data protection, bias, use of intellectual property and misuse of the technology.

2. Purpose of this Policy

Bowmansgreen Primary School is committed to fostering an environment where staff are encouraged to continuously learn and adapt to new AI technologies. This includes providing ongoing professional development opportunities and staying informed about the latest advancements in AI. By doing so, we aim to ensure that our staff are well-equipped to use AI tools effectively and responsibly, ultimately enhancing the educational experience for our pupils.

The aims of the policy are to:

- Ensure that AI technologies are used ethically and responsibly by all members of the school community.
- Provide clear guidelines for staff on the safe and effective use of AI.
- Promote the safe and ethical use of AI to benefit teaching, learning, leadership, management and administrative processes.
- Address potential challenges related to data privacy, bias, and security that the use of AI may raise.
- Encourage a culture of continuous learning and adaptation to new AI technologies among staff, as this rapidly evolving technology develops.

3. Related Policies

Related policies may include but are not limited to:

- Data Protection Policy
- Safeguarding Policy
- Online Safety Policy
- Codes of conduct
- Teaching and Learning Policy

4. Scope

This policy applies to, but is not limited to:

- Leadership, Teaching and Support Staff: This includes teachers, teaching assistants, management, technical, site and administrative staff.
- School Governors: The policy extends to school governors who play a crucial role in decision-making and oversight.
- Peripatetic Teachers, Supply Teachers, Student Teachers, Contractors: Individuals who work temporarily within the school.
- Volunteers: Volunteers who contribute their time and expertise to the school community are expected to follow the principles set forth in this policy.

5. Glossary / Definitions of AI terms

Artificial Intelligence (AI): refers to the use of computer systems and algorithms to perform tasks that typically require human intelligence.

- Generative AI: AI tools that generate new outputs based on the data they have been trained on, such as text, images, or code.
- Machine Learning (ML): ML algorithms allow systems to learn from data and improve their performance over time. For example, ML may be used in personalised learning platforms that adapt content based on pupil progress, or systems where personalised recommendations are made, based on a user's prior activity on that platform.
- Personal Data: Information collected that relates to an identified or identifiable living person. This may include but is not limited to name, date of birth, location data, online identifiers, photographs and address.
- Ethical Use: Using AI and data in a way that respects individuals' rights, promotes fairness, and prevents discrimination.

6. Roles and Responsibilities

Different roles in the school have different areas of responsibility related to AI.

- **Headteacher and Governing Body**: Responsible for the overall implementation, monitoring and review of this policy.
- **AI Lead**: The Headteacher acts as the lead for AI, monitors compliance, and organises/provides training, annually and/or as required.
- **Data Protection Officer (DPO)**: The School Business Manager advises on data protection obligations and responds to data protection concerns related to the use of AI.
- **Designated Safeguarding Lead (DSL)**: The Headteacher advises on the safe use of AI tools and responds to safeguarding concerns related to the use of AI.
- **Network Manager and technical support staff**: The Network Manager (SITTS / InTurn) is responsible for the technical implementation of the school's AI practices, procedures and cyber security.

- All Staff: Expected to read, understand, and adhere to this policy, use AI responsibly, and report any concerns.

7. Data Protection

Bowmansgreen is committed to protecting personal data in compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and guidance from the Information Commissioner's Office (ICO).

This is achieved by ensuring that all personal data, including data processed by AI systems, is handled lawfully, fairly, and transparently, safeguarding the privacy and rights of individuals.

Bowmansgreen ensures that all personal data collected from pupils, staff and parents, including data processed by AI tools, is handled in accordance with the UK GDPR principles.

Our Data Protection Policy, provides details regarding the procedures our school has for handling personal data, including data processed by AI systems.

All staff are not permitted to process personal data using AI tools. If AI is being used to support the application of forms or to analyse data personal information will be removed.

All personal data is stored on Arbor and CPOMS. These management systems can only be accessed using two-step verification. When data needs to be shared with outside agencies Herts FX is used so that emails are safe or attachments are encrypted.

Staff are trained in data protection good practice each year so that they remain fully informed about the latest data protection regulations and practices, including the use of AI. This includes how to handle data breaches and the importance of maintaining data accuracy.

If a data breach occurs the SBM or Headteacher immediately contacts the school's GDPR consultants (InTurn) and keeps a log of the breach and actions taken.

8. Safeguarding

At Bowmansgreen all staff ensures that AI tools are used in a way that protects children from harm. This includes having clear and concise monitoring and reporting mechanisms (SENSO), and adherence to the latest 'Keeping Children Safe in Education' (KCSIE) guidance to ensure that all AI tools used within the school environment are safe and do not pose any risk to children. This includes regular updates and reviews of AI-related practices to align with KCSIE.

Bowmansgreen used RM SafetyNet to filter users from harmful content.

Bowmansgreen conducts comprehensive risk assessments for all AI tools prior to their implementation. These assessments identify potential risks such as exposure to inappropriate content, AI-generated deepfakes, or impersonation. By evaluating these risks, the school can take proactive measures to mitigate them and make informed decisions about the adoption and use of AI technologies. At Bowmansgreen we mitigate the risks of AI tools by using education-specific AI tools (primarily TeachMateAI) with built-in safety features and regularly updating school systems to patch vulnerabilities.

Staff receive induction training, and follow-up annual training on the safe use of AI tools, including how to identify and report AI-generated deepfakes. This training is part of the school's broader safeguarding training programme, ensuring that all staff are equipped to handle AI-related risks.

If supply teachers and visitors wish to use AI tools for their role in school they are required to seek and gain permission from a member of the Designated Senior Leadership Team who will require details about what they will be using AI for and the data which will be inputted.

If staff have concerns about how AI is used they must record this on CPOMS and the concerns will be addressed by a member of the safeguarding team.

9. Ethical use

Bowmansgreen is committed to the ethical use of AI, addressing potential biases, ensuring fairness and non-discrimination, and preventing the reinforcement of stereotypes. Staff also take time to consider the intellectual property of AI generated materials and transparency in AI usage.

AI systems can inadvertently perpetuate biases present in the data they are trained on. The staff at Bowmansgreen will take proactive steps to identify and mitigate these biases to ensure fairness and non-discrimination. This will include conducting regular audits and implementing fairness checks.

Before any AI generated content is shared it is reviewed by a staff member before use. Staff all understand that they are responsible for AI output lies with the user, not the AI system. This ensures that the content is accurate and appropriate for the classroom setting.

There may be occasions when a pupil's work is uploaded onto an AI platform. In these incidences the pupil's permission will be sought and their work will be anonymous and not traceable to the pupil. Measures will also be taken to ensure that the work is never be allowed to be used by a platform to train its AI.

Bowmansgreen is committed to transparency in its use of AI technologies. We will clearly communicate the purposes and benefits of AI tools to all stakeholders, including parents, staff, and pupils. This includes providing detailed information on how AI tools are used to enhance teaching, learning, and administrative processes, as well as the measures in place to ensure their ethical and responsible use.

10. List of approved tools

At Bowmansgreen we use specific AI tools

- TeachmateAI
- Co-Pilot
- Canva
- Gemini

These tools must be used when signed into school accounts and be the enterprise grade versions to protect staff, pupil and school data.

11. Staff Training

Staff receive training on AI and related topics at least annually. Additional sessions are provided as needed to address new developments or emerging risks and in response to monitoring. The training covers the potential benefits of AI in education, such as personalised learning and administrative

efficiency. It should also address the risks, including data privacy concerns, potential biases, and the ethical implications of AI use.

Staff are also trained on the principles of GDPR and how they apply to the use of AI tools in schools.

The training provided emphasises the importance of safeguarding protocols when using AI tools, in line with the 'Keeping Children Safe in Education' guidance. It also includes how to identify and mitigate risks associated with AI, such as exposure to inappropriate content or cyberbullying.

Procedures for monitoring AI tool usage and reporting any safeguarding concerns are also included in the training.

12. Teaching pupils about AI

Pupils will be taught that AI tools like chatbots and virtual assistants have age limits to protect young users. Pupils learn that they should not use these tools without adult supervision and should always report any concerns to a trusted adult.

13. Reporting concerns / Incident management

Concerns about the use of AI tools should be reported immediately on CPOMS. A member of the safeguarding team will address these issues and liaise with other agencies as appropriate.

If there is a breach in data protection this should be reported to the SBM or Headteacher who will contact the school's Data Protection Officer (InTurn)

14. Monitoring and review

Bowmansgeen will regularly monitor the effectiveness of the AI policy through various methods, such as surveys, feedback from staff and students, and analysis of incident reports.

As AI is a rapidly evolving technology, this policy will be reviewed on an annual basis or when:

new guidance is published

DfE regulations are released

major changes to the AI technology that will impact education take place

the school has received feedback from stakeholders