Use of Artificial Intelligence Policy		
	Name	**Date**
Head Teacher	Fiona MacCorquodale	Sept 2026
Governing Body	Children Curriculum and Standards Committee	
Next review date	September 2027 or sooner if guidance or systems changes	

Use of Artificial Intelligence (AI) Policy

Prior Weston Primary School and Children's Centre

Policy principle
AI may support professional work, but it does not replace professional judgement, safeguarding responsibilities, human relationships or accountability. Microsoft Copilot is the school's approved generative AI platform for staff use, when accessed through a school account and used in line with this policy.

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1. Aims and scope

Prior Weston Primary School and Children's Centre recognises that artificial intelligence (AI), including generative AI, can improve efficiency, reduce workload and support high-quality teaching and learning. It also presents risks relating to safeguarding, confidentiality, data protection, accuracy, bias, copyright, equality and over-reliance.

This policy sets out how AI will be used ethically, safely, lawfully and transparently across the school. It applies to staff, governors and volunteers when using AI for school-related purposes, whether on school premises or elsewhere, and whether using a school-owned or personal device. Pupils are not permitted to use generative AI for school-related purposes or through school systems.

- Support appropriate use of AI to improve teaching, learning and school operations.
- Reduce workload without weakening professional judgement, accountability or quality assurance.
- Protect pupils, families, staff and governors, including their personal and special-category data.
- Ensure AI-generated material is accurate, age appropriate, inclusive and safe before use or sharing.
- Help pupils develop age-appropriate understanding of AI without giving them access to generative AI tools.
- Ensure final decisions affecting people are made by accountable professionals, not delegated to AI.

Approved platform
The school-approved generative AI platform is Microsoft Copilot, accessed using a school Microsoft 365 account. Other generative AI tools must not be used for school business unless the Headteacher has approved a specific tool and use case following appropriate checks.

2. Legislation and guidance

This policy should be read alongside current Department for Education guidance on generative AI in education and product safety, Ofsted's published approach to AI, Keeping Children Safe in Education, the UK GDPR, the Data Protection Act 2018 and other applicable legislation and assessment guidance.

3. Roles and responsibilities

3.1 Governing Body

- Monitor this policy and hold the Headteacher to account for its implementation.
- Seek assurance that AI use is appropriately governed, risk assessed and aligned with safeguarding and data protection duties.

3.2 Headteacher

- Lead implementation and approve tools and specific use cases.
- Ensure staff receive guidance and training and that suspected breaches are managed appropriately.

3.3 Data Protection Officer and School Business Manager

- Advise on data protection, risk assessments, DPIAs, privacy information and personal data breaches.

3.4 Designated Safeguarding Lead

The Designated Safeguarding Lead is Fiona MacCorquodale. The DSL will:

- Monitor AI-related safeguarding risks and ensure concerns are managed under safeguarding procedures.
- Work with SLT and IT support regarding filtering, monitoring and online safety.

3.5 All staff, governors and volunteers

- Use only approved tools and accounts.
- Keep prompts free from personal, special-category, confidential or safeguarding information unless formally approved.
- Check accuracy, safety, quality, bias, copyright and age appropriateness.
- Remain professionally responsible and report concerns immediately.

4. Approval of AI tools and use cases

The Headteacher approves AI tools and material new uses. Approval will consider educational or operational benefit, age restrictions, safeguarding, filtering and monitoring, data protection, security, intellectual property, accessibility, equality, supplier terms and human oversight.

Technical controls. To safeguard school data and protect pupil privacy, unmanaged third-party AI platforms and standalone image generators are blocked on school devices and networks. Staff must not attempt to bypass these controls or use unapproved services on personal devices for school business.

Enterprise protection. Microsoft Copilot, Google Gemini and NotebookLM are provided through school-managed accounts and are covered by the school's enterprise data-protection arrangements. Accounts, chats, uploaded files and queries remain within those managed services and are not to be used to train public AI models or shared externally. These protections do not remove the requirement to minimise personal data, follow permissions and comply with this policy.

- Staff must discuss a new tool or materially different use before using it.
- Relevant advice will be obtained from the DPO, DSL, IT support or other advisers.
- A risk assessment and, where required, DPIA will be completed.

- The decision and conditions will be recorded in the approved-tools register.

No "shadow AI"
Staff must not use personal accounts, browser extensions, unapproved chatbots or consumer AI services for school work simply because they are freely available.

5. Staff and governors' use of approved AI services

5.1 Permitted uses

Subject to this policy, approved managed AI services may be used by staff to support tasks such as:

- First drafts, outlines, checklists, agendas, presentations and non-confidential communications.
- Adapting staff-created material for clarity, tone or accessibility without identifiable information.
- Ideas, examples, questions and non-personalised teaching resources.
- Summarising non-confidential information the user is authorised to access.

5.2 Prohibited or restricted uses

- Entering identifiable, sensitive, SEND, medical, safeguarding, family, HR or other confidential information unless a specific use has been formally approved.
- Using AI to make final decisions about admissions, safeguarding, behaviour, attendance, SEND, employment or other significant matters.
- Creating formal professional judgements from unverified output.
- Uploading material without permission or using personal AI accounts for school work.

5.3 Professional accountability and quality assurance

- The user remains accountable for the final product.
- Check facts, references, omissions, bias, inappropriate language and unintended disclosure.
- Verify important claims against current authoritative sources.
- Edit output to reflect Prior Weston's context, policies, values and practice.

5.4 Transparency and attribution

Material AI contribution should be acknowledged where relevant to trust, accountability, assessment, publication or decision-making.

Suggested wording
"Microsoft Copilot was used to support the initial drafting/organisation of this document. The final content has been reviewed, amended and approved by [name/role], who remains responsible for its accuracy and suitability."

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6. Data protection, confidentiality and security

- Use Microsoft Copilot, Google Gemini, NotebookLM and Canva AI only through the school-approved service and while signed in with the relevant school-managed account.
- Apply data minimisation and use anonymous or synthetic examples wherever possible.
- Do not paste content from CPOMS, pupil records, EHCPs, medical plans, personnel files, complaints, legal correspondence or confidential governing body papers unless formally approved.
- Check sharing permissions and report accidental disclosure or suspected breach immediately.

7. Copyright and intellectual property

- Upload or reproduce content only where the school has permission.
- Check generated material for resemblance to protected content.
- Check all AI-generated references and retain appropriate citations.

8. Bias, equality and accessibility

- Review output for bias, representation, accessibility and alignment with equality duties.
- Do not use AI-generated profiling, ranking or predictive judgements about people.
- Ensure resources remain accessible to pupils with SEND and pupils who use English as an additional language.

9. Educating pupils about AI

Pupils will be taught about AI in an age-appropriate way through computing, online safety and relevant curriculum opportunities. This teaching will not involve pupils accessing or using generative AI tools.

- Understand that AI-generated content can be wrong.
- Question reliability, source, purpose and bias.
- Protect personal information and understand authorship, copyright and plagiarism.
- Recognise synthetic content and report worrying or harmful material.

10. Prohibition on pupil use of AI

Pupils are not permitted to use general-purpose generative AI tools at school, for school work, through school accounts or on school systems. This includes Microsoft Copilot, Google Gemini, NotebookLM, Canva AI and standalone image generators. Pupils may use Adobe Express for Education for curriculum work through school-managed accounts, but its generative AI features must not be used by pupils unless the Governing Body formally changes this policy following safeguarding, privacy and curriculum review.

- Any attempted or accidental access must be reported and managed under online-safety and safeguarding procedures.

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- Staff must not create pupil AI accounts or permit pupils to use staff accounts.
- Suspected use outside school will be addressed through assessment, behaviour and safeguarding procedures as appropriate.
- Generative AI must not be used by pupils in any school assessment or submitted work.

11. Safeguarding and harmful content

Any AI-related concern involving a child must be reported immediately to the DSL. Staff must not investigate a safeguarding concern using AI or upload evidence to an AI tool.

12. Staff training

- AI expectations will form part of induction and relevant safeguarding, online safety, data protection and cybersecurity updates.
- Staff will receive guidance on safe prompting, checking output, bias, copyright and confidentiality.

13. Breaches and concerns

Actual or suspected breaches must be reported promptly to the Headteacher. Safeguarding concerns must be reported to the DSL and data incidents to the School Business Manager/Headteacher. Breaches may be addressed under relevant conduct, acceptable-use, behaviour and disciplinary procedures.

14. Monitoring, records and review

- The Headteacher will maintain oversight of approved tools and uses.
- The school may monitor school systems and accounts in line with its policies and legal duties.
- The policy will be reviewed at least annually and sooner following significant change or incident.

15. Links with other school policies

- Staff Code of Conduct
- Acceptable Use Policy for Staff, Governors and Volunteers
- Child Protection and Safeguarding Policy
- Online Safety Policy
- Data Protection Policy and personal data breach procedure
- Cybersecurity and filtering and monitoring arrangements
- Behaviour, assessment, equality, complaints and whistleblowing policies

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Appendix 1: Approved AI tools and uses

Tool	Approved users	Approved uses	Key conditions
Microsoft Copilot	Staff and governors	Managed general-purpose AI service. Drafting, summarising, ideas and non-confidential administrative or educational material.	School Microsoft 365 account only. No pupil access. Human review and data minimisation required.
Google Gemini	Staff and governors	Managed general-purpose AI service for approved professional tasks.	School-managed account only. No pupil access. Human review and data minimisation required.
NotebookLM	Staff only	Working with approved, non-confidential source materials for professional purposes.	School-managed account only. No pupil access. Upload only material the user is authorised to use.
Canva AI	Staff only	AI-assisted design and content creation for approved school purposes.	Enabled only for staff accounts. No pupil access to AI features.
Adobe Express for Education	Staff and pupils	Creative and curriculum work through the education service.	School-managed accounts. Pupils may use the platform, but pupil use of generative AI features is not permitted under this policy.

The Headteacher may update this operational register between formal policy reviews where a new tool or use has completed the approval process. Significant changes will be reported to governors.

Approved service access: Microsoft Copilot | Google Gemini | Adobe information about education AI safeguards

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Appendix 2: Safe-use checklist

☐ Is Microsoft Copilot the right tool for this task?

☐ Am I signed in with my school Microsoft 365 account?

☐ Have I removed identifying details?

☐ Am I authorised to use the source material?

☐ Could the prompt reveal confidential information?

☐ Have I checked accuracy, bias, safety, copyright and age appropriateness?

☐ Have I verified important claims?

☐ Have I applied professional judgement?

☐ Does the use need to be acknowledged?

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