



BURBAGE GROVE ROAD SCHOOLS FEDERATION

ARTIFICIAL INTELLIGENCE (AI) POLICY

The governing board adopted this policy: 09.12.25

Chair of Governors:

Signed:

Date:

Purpose of the Policy

Artificial Intelligence (AI) is increasingly present in education and society. When used well, AI can save time, help personalise learning and support inclusion.

However, it also brings risks related to safety, privacy and fairness.

This policy explains how AI will be used safely and responsibly in the Burbage Grove Road Schools Federation by both staff and pupils. It is based on advice from the Department for Education (DfE).

The aim is to maximise educational benefits while minimising risks.

Our Approach

As highlighted in the DfE's early adopter report, "the biggest risk is doing nothing." Ignoring AI could leave our pupils unprepared for future learning and work. At the same time, unregulated use could create safeguarding and privacy risks.

Our approach is:

- Proactive – we explore AI's potential and clearly identify where AI genuinely helps staff/pupils;
- Balanced – we weigh up the benefits against risks in each use case;
- Inclusive – we make sure the AI we adopt is accessible and fair for all;
- Transparent – we make sure parents, pupils, and staff understand when and why AI is used.

Principles of AI Use

Safety and Safeguarding

AI tools used within the school must include age-appropriate content filter and have clear moderation policies in place. No AI system will be permitted if it has the potential to generate harmful, discriminatory, or inappropriate material without strong safeguards in place to prevent this. All pupil interactions with AI must take place under the direct supervision of a member of staff to ensure safety and appropriateness at all times.

Human Oversight

AI will be used strictly as a support tool, with teachers retaining full responsibility for all decisions that affect pupils. AI must never be relied upon to make final decisions on grading, pastoral matters or discipline without thorough review and approval by a teacher.

Clear Benefits

Any use of AI in the school must have a clear and measurable learning or operational benefit. AI should be employed to strengthen the curriculum, promote inclusion, and enhance pupil engagement, ensuring that it supports - rather than replaces - quality teaching and learning.

Data Protection

All AI tools must comply fully with UK GDPR and align with the school's existing data

protection policy. Under no circumstances should personal or identifiable information about pupils or staff be entered into an AI system unless prior approval has been granted by the Data Protection Officer (DPO) – Primary World.

Check Accuracy

When AI is used to assist in creating resources, the teacher remains fully responsible for verifying the accuracy of the content and providing proper attribution where necessary.

Transparency

Staff should make it clear to pupils when AI has been used to create or contribute to teaching materials. Pupils must also be equipped with the skills to critically evaluate AI-generated information, helping them to question and verify the accuracy, reliability, and potential bias of such content.

AI Approved Tools

Only AI tools that meet the Department for Education's Generative AI Product Safety Expectations will be approved for use within the school. This means they must be suitable for the age group and subject matter they are intended for, include effective content filtering to block unsafe or harmful material and provide clear privacy policies detailing how data is stored, used and deleted.

The tools should also be transparent in their processes, explaining how they operate and where their information is sourced. In practice, the school will maintain an up-to-date *Approved AI Tools List* (see Appendix 1), and teachers may only use AI tools from this list for lesson planning, teaching, or pupil activities.

This list will be reviewed annually to ensure all approved tools remain safe, relevant, and compliant.

Pupils and AI

Pupils may only use AI under the direct supervision of a teacher, for specific learning activities that have been designed by the teacher, and only through tools that have been formally approved by the school.

They must be taught to treat AI as a "helpful assistant" rather than a replacement for their own thinking, to question and verify any outputs it provides and to avoid entering any personal or identifying information into AI systems. Pupils must not submit AI-generated work as their own without the teacher's permission or without adding their own personal contribution.

They are prohibited from entering personal or identifying information into AI systems, accessing unapproved AI platforms or creating any offensive, discriminatory, violent, or sexual content using AI. Additionally, pupils must not use AI to evade teacher instructions or to impersonate others online.

These restrictions directly uphold the Department for Education's safeguarding principles and product safety expectations, ensuring AI use within the school remains safe, fair, and purposeful.

Staff and AI

Staff may use AI to generate ideas for lesson plans and activities, though it should never be relied upon as the sole source. It can be used to suggest examples, quizzes or differentiated materials, as well as to summarise text or rephrase explanations for different reading levels.

AI may also assist with administrative tasks, such as drafting letters or reports, provided these are reviewed before being finalised.

Staff must review and edit all AI-generated outputs before sharing them with pupils, avoid entering personal data into AI tools unless approval has been granted and always check for factual accuracy given that AI can sometimes produce incorrect information.

Where relevant, staff should attribute AI use appropriately, for example by stating, "Created with assistance from [tool name]."

Staff must not use AI to make final decisions about pupils - including grades, behaviour or pastoral care - without human review.

They must not enter confidential or personal data into AI systems unless approved by the Data Protection Officer (Primary World), nor create, edit or simulate any safeguarding-sensitive or inappropriate content.

AI should not be used to monitor pupils without the explicit approval of the Executive Headteacher and governors, and staff must not present AI-generated work as wholly original without teacher adaptation and verification.

These restrictions directly uphold the Department for Education's safeguarding principles and product safety expectations, ensuring AI use remains safe, fair, and purposeful.

Risk and Mitigation

The risk of pupils being exposed to harmful or inappropriate content is managed through the use of AI tools with effective content filtering, constant adult supervision during AI use and restricted access to approved platforms only.

The risk of inaccurate or biased information is addressed by requiring teachers to review all AI-generated content before it is used in lessons or shared with pupils, ensuring any errors or bias are identified and corrected.

Data breaches are mitigated by using only GDPR-compliant AI tools and prohibiting the entry of personal data into these systems unless prior approval is given by the Data Protection Officer (Primary World).

To prevent over-reliance on AI, learning activities are intentionally designed to develop pupils' independent thinking skills, ensuring AI is used as a supplement to, not a substitute for, critical thought.

Copyright infringement risks are managed through teacher checks of AI generated materials, alongside proper attribution where required.

The risk of misuse for inappropriate purposes, such as generating offensive or harmful content, is managed by restricting pupil access to supervised sessions and providing clear guidance on acceptable use.

The potential for pupils to use AI dishonestly, for example to cheat or evade work, is mitigated through teacher monitoring, clear academic honesty policies, and tasks that require personal input or reflection

The risk of reputational damage to the school, should AI be used in a way that contradicts safeguarding or ethical standards, is addressed through staff training, clear communication of the policy, and swift intervention in cases of misuse.

Together, these measures ensure that AI use in the school remains safe, ethical, and aligned with educational goals.

AI Working Group and Audit

The school will establish an AI Working Group made up of the Computing Subject Leads. This group will be responsible for approving and reviewing all AI tools used within the school, ensuring they meet safety, privacy, and educational standards.

They will monitor how AI is being implemented across the school, tracking its effectiveness and compliance with policy.

An annual AI audit will be conducted, examining which tools are in use, how they are being applied in both teaching and administration, and identifying any safeguarding or data protection concerns that may have arisen.

Based on the findings of this audit, as well as changes in government guidance or the evolving needs of the school, the group will recommend updates to the AI policy to ensure it remains current, effective and aligned with best practice.

Policy Review

This policy will be reviewed on an annual basis to ensure it remains relevant and effective.

However, a review will take place sooner if there are significant changes to national AI guidance, the introduction of substantial new AI tools within the school, any safeguarding incidents related to AI use or review of Keeping Children Safe in Education.

These triggers ensure the policy can be updated promptly in response to new developments, emerging risks, or changes in best practice, maintaining the highest standards of safety, compliance, and educational value.

Appendix 1 – Approved AI Tools List

- Chat GTP
- ParentMail's AI Function
- Canva
- Copilot within Office 365
- Teach AI
- Seeing AI
- Quick, Draw by Google
- sketch.metademolab.com