



ARTIFICIAL INTELLIGENCE POLICY

The CEO will review this policy annually

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Colleagues affected by this Policy:	All stakeholders
Person responsible for the Policy:	AI Lead
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Aims and Scope

The Sea View Trust understands the valuable potential that artificial intelligence (AI), including generative AI, holds for settings. For example, it can be used to enhance pedagogical methods, customise learning experiences and progress educational innovation.

Generative AI refers to a type of AI technology that can be used to create new content (e.g. texts, images, audio, video, reports, letters). They are based on large volumes of data sets and use deep learning techniques that AI platforms (e.g. Microsoft Copilot) are trained on from a variety of work, data entered by users and other sources, to resemble human-like content.

Whilst this offers opportunities for settings and their learners, it also poses risks including data protection breaches, copyright issues, ethical complications, safeguarding and compliance with wider legal obligations.

The Sea View Trust AI policy aims to harness the power of Artificial Intelligence (AI) to enhance educational experiences, support staff wellbeing through workload reduction, and promote understanding and ethical use of AI among learners and staff whilst establishing guidelines for the ethical, secure and responsible use of AI technologies across our whole setting community. A key focus is on safeguarding data privacy in compliance with UK Data Protection Legislation and current Department for Education (DfE) guidance (Generative AI in Education, June 2025). The policy outlines clear guidelines for approval and accountability, ensuring responsible and effective integration of AI technologies within our educational framework and covers the use of AI tools by setting staff, governance personnel and learners. Through this policy, we commit to balancing innovation with ethical responsibility, fostering an inclusive and advanced learning environment.

Objectives of the Policy

- To enhance the educational teaching and learning experience through responsible integration of AI.
- To improve administrative efficiency and streamline tasks.
- To support staff wellbeing by reducing workload through appropriate AI use.
- To promote understanding, responsible and ethical use of AI among learners, staff and governance personnel including awareness of bias and accuracy limitations of AI.
- To protect data privacy and the personal data of staff, governance personnel and learners and rights of the setting community in line with the UK GDPR.
- To monitor and evaluate AI use, assessing its impact and effectiveness.
- To provide purposeful, ongoing professional development for safe and effective AI integration.
- To support staff, governance personnel and learners prepare for emerging and future technologies of which AI will be an integral part.

1. Introduction

- This policy refers to 'open' and 'closed' generative AI tools. 'Open' generative AI tools are accessible and modifiable by anyone and may store, share and/or learn from the information

entered into them, including personal or sensitive information. ‘Closed’ generative AI tools are generally more secure, as external parties cannot access the data you input.

- All use of AI must comply with applicable laws and policies, including Keeping Children Safe in Education, data protection laws, intellectual property rights, and safeguarding procedures.
- This policy is informed by the DfE’s ‘Generative AI in Education’ guidance (June 2025) and will be reviewed annually to remain up to date with technological and regulatory changes.
- We are committed to transparency and accountability so that staff, learners, parents, and partners understand where and how AI is used and who is responsible. Parental information about AI use will be provided as appropriate.
- By following this policy, we aim to use AI to improve outcomes and operations while upholding privacy, fairness, and transparency.

2. Legislation

This policy reflects good practice guidelines/recommendations in the following publications:

- DfE guidance on the use of technology
- DfE policy and guidance on generative AI in education
- New and evolving guidance around the use of AI tools in education

This policy also meets the requirements of:

- All relevant UK government legislation
- UK General Data Protection Regulation (UK GDPR) – the EU GDPR was incorporated into UK legislation, with some amendments, by [The Data Protection, Privacy and Electronic Communications \(Amendments etc\) \(EU Exit\) Regulations 2020](#)
- [Data Protection Act 2018 \(DPA 2018\)](#)

3. Scope and Responsibilities

- This policy applies to all staff, temporary staff, volunteers, contractors, consultants, governance personnel, and learners. Learners will use AI only under appropriate supervision.
- All staff must read, understand and adhere to this policy before and whilst using any AI technology.
- All staff must ensure they report any suspected breaches to their line manager. Breaches could include, but are not limited to: using an unapproved generative AI tool and entering personal data into unapproved generative AI.

Trust AI Lead

The Sea View Trust’s generative AI Lead is Fiona Evans. They are responsible for:

- Advising Headteachers on the day-to-day leadership, ownership and management of AI use in their setting.
- Reviewing and updating this AI policy as appropriate, and at least annually.
- Signing off on approved uses of AI, or new AI tools, taking into account advice from the DPO.

Data Protection Officer (DPO)

- The Data Protection Officer (DPO) is responsible for monitoring and advising on our compliance with data protection law, including in relation to the use of AI.
- The Sea View Trust's DPO is HY Education and is contactable via DPO@wearehy.com or 0161 543 8884.

Governance Personnel

Governance personnel will:

- Take overall responsibility for monitoring this policy and holding the Headteacher to account for its implementation within the setting.
- Ensure the Headteacher and AI Lead are appropriately supported to make informed decisions regarding the effective and ethical use of AI in the setting.
- Adhere to the guidelines below to protect data when using generative AI tools:
 - Use only approved AI tools (see section 5 and appendix 1)
 - Seek advice from the Data Protection Officer, AI Lead and the Designated Safeguarding Lead, as appropriate
 - Check whether they are using an open or closed generative AI tool
 - Ensure there is no identifiable information included in what they put into open generative AI tools
 - Acknowledge or reference the use of generative AI in their work
 - Fact-check results to make sure the information is accurate

Headteacher

The Headteacher in each setting will:

- Take responsibility for the day-to-day leadership and management of AI use in the setting following the AI Lead's advice
- Liaise with the Data Protection Officer (DPO) to ensure that the use of AI is in accordance with data protection legislation
- Liaise with the DSL to ensure that the use of AI is in accordance with Keeping Children Safe in Education and the setting's child protection and safeguarding policy
- Ensure that the guidance set out in this policy is followed by all staff
- Ensure staff are appropriately trained in the effective use and potential risks of AI
- Make sure learners are taught about the effective use and potential risks of AI

Designated Safeguarding Lead (DSL)

The DSL in each setting is responsible for monitoring and advising on our compliance with safeguarding requirements including in relation to the use of AI, such as:

- Being aware of new and emerging safeguarding threats posed by AI
- Updating and delivering staff training on AI safeguarding threats

- Responding to safeguarding incidents in line with Keeping Children Safe in Education (KCSIE) and the setting's child protection and safeguarding policy
- Understanding the filtering and monitoring systems and processes in place on setting devices

All staff

As part of our aim to reduce staff workload while improving outcomes for our learners, we encourage staff to explore opportunities to meet these objectives through the use of approved AI tools. Any use of AI must follow the guidelines set out in this policy.

To protect data when using generative AI tools, staff must:

- Use only approved AI tools (see section 5 and appendix 1)
- Seek advice from the Headteacher or Trust AI Lead, as appropriate
- Report safeguarding concerns to the DSL in line with their setting's child protection and safeguarding policy
- Check whether they are using an open or closed generative AI tools
- Ensure there is no identifiable information included in what they put into open generative AI tools
- Acknowledge or reference the use of generative AI in their work
- Be transparent about when and how they use AI
- Fact-check results to make sure the information is accurate

All staff play a role in ensuring that learners understand the potential benefits and risks of using AI in their learning. All of our staff have a responsibility to guide learners in critically evaluating AI-generated information and understanding its limitations.

Staff might use AI for uses such as lesson planning, drafting lesson plans, designing of quiz questions, report writing, resource creation, letter writing, risk assessments, minute taking, document summaries and data analysis.

Learners

Learners must:

- Follow the guidelines set out in section 6 of this policy ('Use of AI by Learners')

General Points

- Cross-Trust working parties and the DPO contribute to AI policy development and monitoring
- Combining staff expertise with AI tools can enhance teaching and operations but must not replace professional judgment
- This policy should be read alongside Child Protection, Safeguarding, Data Protection, Online Safety, Acceptable Use, and IT Security policies

4. Use of AI by Staff and Governance Personnel

We are committed to helping staff and governance personnel to reduce their workload. Generative AI tools can make certain written tasks quicker and easier to complete, but cannot replace the judgement and knowledge of a human expert.

Whatever tools or resources are used to produce plans, policies or documents, the quality and content of the final document remains the professional responsibility of the person who produced it. AI use must always be checked against professional judgment. Staff remain accountable for the accuracy, quality, and appropriateness of AI-generated content. Staff must proofread, fact-check, and review AI outputs, including text and images, before use.

Personal, sensitive, or confidential data must not be entered into unapproved Generative AI tools. Staff must understand how AI tools, where applicable and relevant to their role, collect and process data and seek advice from the AI Lead, Headteacher, or DPO when unsure.

Any plans, policies or documents created using AI should be clearly attributed. Any member of staff or governance personnel using an AI-generated plan, policy or document should only share the AI-generated content with other members of staff or governors for use if they are confident of the accuracy of the information, as the content remains the professional responsibility of the person who produced it.

Always consider whether AI is the right tool to use. Just because the Trust has approved its use doesn't mean it will always be appropriate.

Staff must not use AI tools or data for personal gain and must avoid any use that poses harm or risk to learners, staff, the Headteacher, the AI Lead, the DPO or the Trust.

Process for approval

Staff are welcome to suggest new ways of using AI to improve learner outcomes and reduce workload. Staff should contact the Headteacher to discuss any ideas they may have with regards to using AI, so the Headteacher can take the suggestions forward to the AI Lead if they deem it to be a satisfactory new method of working.

The Trust AI Lead is responsible for signing off on approved uses of AI, or new AI tools, taking into account advice from the DPO.

Only vetted and approved AI tools may be used (appendix A). Staff must follow the AI Tool Approval Process (appendix B) for any new or additional AI tools that they consider may be useful.

Data Protection and Privacy

To ensure that personal and sensitive data remains secure, no one is permitted to enter such into unapproved Generative AI tools or chatbots.

If personal and/or sensitive data is entered into an unapproved generative AI tool, each setting will treat this as a data breach and will follow the personal data breach procedure outlined in the Trust's GDPR data protection policy ([SVT -GDPR Data Protection Policy -Sep 2023-25.pdf](#)). Please also refer to section 10 of this policy.

Any accidental data entry must be reported immediately to the DPO and the setting's DSL.

Intellectual Property

Most generative AI tools use inputs submitted by users to train and refine their models.

Learners own the intellectual property (IP) rights to original content they create. This is likely to include anything that shows working out or is beyond multiple choice questions.

Learners' work must not be used by staff to train generative AI models without appropriate consent or exemption to copyright.

Exemptions to copyright are limited – seek legal advice if unsure as to whether you are acting within the law.

Bias

AI tools can perpetuate existing biases, particularly towards protected characteristics including sex, race and disability. For this reason, critical thought must be applied to all outputs of authorised AI applications. This means fact and sense-checking the output.

Staff will be trained in this area to ensure they can identify and rectify bias or error in AI generated outputs.

Regular reviews of our use of AI will identify and correct any biases that may arise.

If parents/carers or learners have any concerns or complaints about potential unfair treatment or other negative outcomes as a consequence of AI use, these will be dealt with through the Trust's usual complaints procedure ([SVTComplaints_Procedure -\(Mar 2024-26\) .pdf](#)).

Raising concerns

Staff and governance personnel are encouraged to speak to the Headteacher in their setting in the first instance if they have any concerns about a proposed use of AI, or the use of AI that may have resulted in errors that lead to adverse consequences or unfair treatment.

Safeguarding concerns arising from the use of generative AI must be reported immediately to the DSL in accordance with the setting's child protection and safeguarding policy.

5. Ethical and responsible use

Staff and governance personnel will always:

- Use generative AI tools ethically and responsibly
- Remember the principles set out in The Sea View Trust's equality policy when using generative AI tools ([SVT- Equality Information and Objectives - \(Jul 2022-26\).pdf](#)).
- Consider whether the tool has real-time internet access, or access to information up to a certain point in time, as this may impact the accuracy of the output
- Fact and sense-check the output before relying on it

Staff and governance personnel must not:

- Generate content to impersonate, bully or harass another person
- Generate explicit or offensive content
- Input offensive, discriminatory or inappropriate content as a prompt

The Trust will only use AI tools that meet ethical standards, data security requirements, and align with safeguarding responsibilities.

6. Use of AI by Learners

The Trust acknowledges that learners benefit from a knowledge-rich curriculum that allows them to become well-informed users of technology and understand its impact on society. Strong foundational knowledge will ensure that learners develop the right skills to make the best use of generative AI.

AI has many uses to help learners learn. Learners may use AI tools:

- To explore AI, its benefits, risks, bias, data privacy, and ethics
- As a research tool to help them find out about new topics and ideas
- When specifically studying and discussing AI in their work, for example in Computing lessons or art homework about AI-generated images

Responsible use will be taught across subjects, with clear guidelines to prevent misuse. AI tools may be used in lessons to build hands-on experience and AI literacy.

Learners will only access age and stage-appropriate AI tools under staff supervision. Tools will be risk-assessed for safety and appropriateness.

Learners must not input personal or sensitive information into AI tools.

Where misuse occurs, appropriate consequences, risk assessments, and safeguarding actions will follow.

7. Potential Misuse of AI

AI may be used for cheating and plagiarism by learners. To mitigate this, staff will educate learners on the consequences of using AI to plagiarise or submit work dishonestly. Learners must not use AI tools:

- During assessments, including internal and external assessments, and coursework
- To write their homework or class assignments, where AI-generated text is presented as their own work
- To complete their homework, where AI is used to answer set questions and is presented as their own work (for example, maths calculations)

Staff will use varied assessment methods to ensure understanding beyond AI-generated content.

Where AI tools have been used as a source of information, learners should reference their use of AI. The reference must show the name of the AI source and the date the content was generated.

Learners will be made aware of risks such as deepfakes, impersonation, and disinformation produced using AI.

Learners must consider what is ethical and appropriate in their use of AI and must not:

- Generate content to impersonate, bully or harass another person
- Generate or share explicit or offensive content, including, but not limited to, generating inappropriate or sexualised images of learners
- Input offensive, discriminatory or inappropriate content as a prompt

Reasonable steps must be taken, where applicable, to prevent malpractice involving the use of generative AI in assessments.

Use of AI in assessments and examinations must comply with the Joint Council for Qualifications (JCQ) and relevant exam board regulations. Clear assessment guidelines will be set and aligned with JCQ and exam board guidance on AI use in assessments.

8. Staff Training

Staff training will cover the safe, ethical, and effective use of AI, including recognising bias, verifying accuracy, and preventing misuse.

Appropriate training and support will be provided and planned through staff development and appraisal processes. Staff must identify their training needs and seek support as needed.

Gill Hughes will be responsible for ensuring staff have access to continuing professional development (CPD) opportunities in regards to AI.

9. Referral to our Child Protection and Safeguarding Policy

The Trust is aware that the use of generative AI may in some circumstances lead to safeguarding concerns including, but not limited to:

- Sexual grooming
- Sexual harassment
- Sexual extortion
- Child sexual abuse/exploitation material
- Harmful content
- Harmful advertisements and promotions
- Bullying

Where there are safeguarding concerns arising from the use of generative AI, a report must be made to the DSL immediately.

Any such incident will be dealt with according to the procedures set out in the setting's child protection and safeguarding policy and child protection referral process.

10. Breach of this Policy

By staff

Breach of this policy by staff will be dealt with in line with the Trust's staff conduct policy.

Where disciplinary action is appropriate, it may be taken whether the breach occurs:

- During or outside of working hours
- On an individual's own device or a setting device
- At home, at setting or from a remote working location

Staff members will be required to co-operate with any investigation into a suspected breach of this policy. This may involve providing us with access to:

- The generative AI application in question (whether or not it is one authorised by the Trust)
- Any relevant passwords or login details

You must report any breach of this policy, either by you or by another member of staff, to the Headteacher immediately.

By governance personnel

Governance personnel found in breach of this policy will be dealt with in line with the Trust's governance code of conduct.

By learners

Any breach of this policy by a learner will be dealt with in line with each setting's behaviour policy and, if required, their child protection and safeguarding policy.

11. Monitoring and transparency

AI technology, and the benefits, risks and harms related to it, evolves and changes rapidly. Consequently, this policy is a live document that must be kept updated by the Trust AI Lead whenever there is a significant change to either AI use by a setting or the associated risks of AI usage.

This policy will be regularly reviewed and updated to align with emerging best practices, technological advancements and changes in regulations.

The policy will be shared with the governance personnel at least annually.

All staff are expected to read and follow this policy. Headteachers are responsible for ensuring that the policy is followed.

The Trust AI Lead will monitor the effectiveness of AI usage across the Trust.

Members of each setting's community will be kept up to date on the use of AI technologies for educational purposes. As part of our regular surveys, feedback from learners, parents/carers and staff will be considered in the ongoing evaluation and development of AI use in the Trust.

Appendix A - Approved AI Tools Register (2025)

Note that AI tools should only be used for tasks that don't require personal information to be input.

Approved AI Tool	Approved for...	Approved uses...
Microsoft Copilot (within MS 365)	All staff, governance personnel and learners	Draft emails/letters, lesson ideas/planning, idea generation, create summaries of documents, create instructions, risk assessments and data analysis
Teams Premium (within MS 365)	Support staff and senior leaders	Create meeting notes, live captions, smart recap, minute taking
TeachMateAI	Teachers, Tutors and HLTA	Lesson ideas, lesson planning including drafting lesson plans, lesson adaptation, resource creation, designing of quiz questions, report writing
Aila (Oak National Academy)	Teachers, Tutors and HLTA	Curriculum-aligned resource generation
Canva Magic Write (Education)	All staff	Create posters and graphics with AI help
Widgit Online	Teachers, Tutors, HLTA and TAs	Symbol-based content
Voice Dictation (within MS 365)	All staff, governance personnel and learners	Speech to text
Live Captioning (Stream, Meet)	All staff and governance personnel	Access support

- 1 Do not use personal accounts for setting data.
- 2 Approved AI tools are reviewed periodically to ensure continued compliance and effectiveness.
- 3 This register is reviewed annually with the AI Policy.

Appendix B – AI Tool Approval Process

1. **Staff must submit a request** to the AI Lead if they wish to use an AI tool not currently on the approved list.
2. The request must explain:
 - the purpose of the tool
 - how it will support teaching, learning or administration
 - any data the tool will process
3. The AI Lead, with advice from the DPO, if deemed necessary, will review:
 - data security and privacy compliance (GDPR)
 - safeguarding implications
 - alignment with Trust policies
4. If approved, the tool will be added to the Trust Approved AI Tools Register (appendix A).
5. No one is to use any AI tool until formal approval is confirmed.