



Title:	Artificial Intelligence (AI) Policy
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Author / Role	Alana Seddon
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EQUALITY AND DIVERSITY STATEMENT

Astley Park School is committed to the fair treatment of all in line with the Equality Act 2010. An equality impact assessment has been completed on this policy to ensure that it can be implemented consistently regardless of any protected characteristics, and all will be treated with dignity and respect.

POLICY REVIEW

To ensure that this policy is relevant and up to date, comments and suggestions for additions or amendments are sought from users of this document. To contribute towards the process of review, please contact the author of the policy.

ARTIFICIAL INTELLIGENCE (AI) POLICY

Aims and scope

Artificial Intelligence (AI) technology is already widely used in commercial environments and is increasingly being adopted within education. At Astley Park, we recognise that AI offers significant potential benefits, including enhancing pedagogical approaches, supporting personalised learning, driving educational innovation, and helping to reduce staff workload.

We also acknowledge that the use of AI presents potential risks, including issues relating to data protection, copyright and intellectual property, ethical use, safeguarding, and compliance with wider legal and regulatory responsibilities.

Our school's approach is that the most effective way to manage these risks is through responsible, informed, and transparent use. By actively harnessing the benefits of AI within clear guidance and appropriate safeguards, we aim to ensure that AI is used safely, ethically, and in ways that positively support teaching, learning, and school operations.

The overarching aim of this policy is to mitigate risk by establishing clear expectations and guidance for the ethical, secure, and responsible use of AI technologies across the whole school community.

This policy applies to all use of generative AI tools by school staff, governors, and pupils.

This policy aims to:

- **Support the safe, ethical and responsible use of AI** across the school community, ensuring it enhances teaching, learning and operational efficiency.
- **Promote the effective use of AI to reduce staff workload** while maintaining professional responsibility, human oversight and high-quality educational outcomes.
- **Ensure that all AI use complies with UK GDPR, safeguarding guidance and relevant legislation**, protecting the privacy, rights and safety of pupils, staff and families.
- **Equip staff, governors and pupils with the knowledge and skills** needed to use and understand AI confidently, critically and safely through appropriate training and curriculum opportunities.
- **Protect personal, sensitive and confidential information** by ensuring AI tools are used only when vetted, secure and approved, and by preventing the input of identifiable data into nonsecure systems.
- **Promote fairness, equity and inclusion** by monitoring for bias in AI outputs and ensuring tools do not disadvantage any individual or group

- **Maintain transparency in the school's use of AI** ensuring staff check AI-generated content for accuracy and disclose AI involvement where appropriate.
- **Respond swiftly to concerns, misuse or incidents** involving AI, ensuring clear reporting routes and appropriate follow-up.
- **Regularly review, monitor and evaluate AI systems and practices**, maintaining an inventory of approved tools and updating the policy as technology, risks and opportunities evolve.

1.1 Definitions

This policy refers to both 'open' and 'closed' generative AI tools. These are defined as follows:

Tool	Definition	Example
Open generative AI tools	accessible and modifiable by anyone. They may store, share or learn from the information entered into them, including personal or sensitive information	Chat GPT Claude.ai Gemini
Closed generative AI tools	generally more secure, as external parties cannot access the data you input	When logged in with school credentials Co pilot SLT AI

This policy refers to different types of data in line with GDPR. These are defined as follows:

Data type	Definition	Examples	AI use
Personal data	Any information relating to an identified, or identifiable, living individual.	Pupil name Class group General attainment e.g. reading age	Can be entered into closed generative AI
Special category data	A highly sensitive category of personal data requiring enhanced protection.	Diagnosed SEN conditions Health information related to learning	Can be entered into closed generative AI IF necessary for education (GDPR 9(2)(h))
Safeguarding information	High-risk information relating to child protection, welfare, or risk of harm.	Social services involvement Family court details Domestic abuse disclosures	Must not be entered into any AI tools

		Child protection records or referrals	
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2. Legislation

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

[AI regulation white paper](#), published by the Department for Science, Innovation and Technology, and the Office for Artificial Intelligence

[Generative artificial intelligence \(AI\) and data protection in schools](#), published by the Department for Education (DfE)

This policy also meets the requirements of the:

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. Regulatory principles

We follow the 5 principles set out in the [AI regulation white paper](#).

Regulatory principle	WE WILL ...	What this looks like in practice
Safety, security and robustness	Ensure that AI solutions are secure and protect data Ensure we can identify and rectify bias or error Anticipate threats such as hacking	Staff avoid inputting identifiable personal data into open generative AI tools Staff to use approved AI tools
Appropriate transparency and explainability	Be transparent about our use of AI, and make sure we understand the suggestions it makes	Disclosure in AI policy Listed uses in appendices

Regulatory principle	WE WILL ...	What this looks like in practice
Fairness	Only use AI solutions that are ethically appropriate, equitable and free from prejudice – in particular, we will fully consider any bias relating to small groups and protected characteristics before using AI, monitor bias closely and correct problems where appropriate	Use of Microsoft platform (sustainability commitments https://www.microsoft.com/en-us/corporate-responsibility/sustainability)
Accountability and governance	Ensure that the governing board and staff have clear roles and responsibilities in relation to the monitoring, evaluation, maintenance and use of AI	AI Lead maintains AI tool register
Contestability and redress	Make sure that staff are empowered to correct and overrule AI suggestions – decisions should be made by the user of AI, not the technology Allow and respond appropriately to concerns and complaints where AI may have caused error resulting in adverse consequences or unfair treatment	• Staff to always treat AI output as a first draft and be vigilant to correct inaccurate AI outputs • Clear reporting pathway for AI misuse or breach

4. Roles and responsibilities

4.0 AI lead

Our generative AI lead is Alana Seddon. Alongside the Acting Headteacher (Karen Wells), they are responsible for the day-to-day leadership, ownership and management of AI use in the school.

4.1 Governing board

The governing board will:

- Take overall responsibility for monitoring this policy and holding the headteacher to account for its implementation in line with the school's AI strategy
- Ensure the headteacher and AI lead are appropriately supported to make informed decisions regarding the effective and ethical use of AI in the school
- Adhere to the guidelines below to protect data when using generative AI tools:
 - Use only approved AI tools (see section 5) for approved uses
 - Seek advice from IT / AI 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
 - Fact-check results to make sure the information is accurate

4.2 Headteacher (or Acting Headteacher)

The headteacher will:

- Liaise with data protection officer (DPO) to ensure that the use of AI is in accordance with data protection legislation
- Ensure that the guidance set out in this policy is followed by all staff
- Review and update this AI policy as appropriate, and at least annually
- Ensure staff are appropriately trained in the effective use and potential risks of AI
- Make sure pupils (where appropriate) are taught about the effective use and potential risks of AI
- Sign off on approved uses of AI, or new AI tools, taking into account advice from DPO, IT, AI lead, and data protection impact assessments

Our Acting Headteacher at Astley Park is Karen Wells

4.3 Data protection officer (DPO)

The Data Protection Officer (DPO) is responsible for monitoring and advising on the school's compliance with data protection legislation in relation to the use of AI. This includes supporting and overseeing the completion of Data Protection Impact Assessments (DPIAs) where AI tools or processes may involve the processing of personal data.

Our DPO at Astley Park is Liz Ascroft.

4.4 Safeguarding lead

The safeguarding lead 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)

Our safeguarding lead at Astley Park is Karen Wells, Acting Head.

4.5 All staff

As part of our aim to reduce staff workload while improving outcomes for our pupils, 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 section 12)
- Seek advice from data protection officer (DPO) / IT / AI 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
- Fact-check results to make sure the information is accurate

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

4.6 Pupils

Pupils must:

Follow the guidelines set out in section 7 of this policy ('Use of AI by pupils')

5. Staff and governors use of AI

5.1 Approved use of AI

Astley Park School uses AI-assisted tools to support the creation of administrative documents, lesson materials, and general written communications. All AI-generated content is reviewed, edited, and quality assured by staff before being shared.

Generative AI tools may support efficiency in certain written tasks but cannot replace the professional judgement, subject knowledge, or accountability of staff. Regardless of the tools or resources used, the quality, accuracy, and appropriateness of any plan, policy, or document remain the professional responsibility of the individual who produces it.

Approved tools and their permitted uses are detailed in the appendices (Section 12). When using these approved tools within the specified, authorised parameters, staff are not required to separately declare AI usage for routine work.

Open generative AI tools, such as ChatGPT, are not approved for use by staff.

The list of approved tools is a working document and will be updated as new tools are trialled and approved. Please refer to Section 5.2 for the AI tool approval and trial process.

Any member of staff or governor who uses AI-generated content must ensure they are confident in the accuracy and suitability of the information before sharing it with others, as responsibility for the content remains with the individual who produced it.

Staff should always consider whether AI is the most appropriate tool for the task. Approval for use does not mean AI will be suitable or necessary in all circumstances.

5.2 Process for approval

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

The headteacher is responsible for signing off on approved uses of AI, or new AI tools, taking into account advice from the AI lead, IT and data protection impact assessments.

5.3 Data protection and privacy

Some AI tools are publicly accessible (“open generative AI”), while others operate within secure, school managed systems (“closed generative AI”) (see Section 1). Personal data must never be entered into open generative AI tools and may only be used within closed generative AI tools where safeguarding and data-protection requirements are met.

A list of approved closed generative AI tools, which must be accessed using a school issued credential account, is provided in the appendices.

If personal and/or sensitive data is entered into an open generative AI tool or an unauthorised tool, Astley Park School will treat this as a data breach and will follow the personal data breach procedure outlined in our data protection policy which can be accessed on our school website.

<https://astleypark.lancs.sch.uk/school-info/policies>

Staff are responsible for ensuring they understand whether an AI tool is classified as open or closed before entering any information.

5.4 Image generation

Authorised AI tools (e.g. Canva) may be used to generate text-to-image materials. Photographs of individuals, particularly where faces are visible, are treated as personal and potentially biometric data and require additional protection.

Therefore, image generation tools must not be used to upload, edit, or manipulate photographs of pupils or other identifiable individuals, to protect personal data and maintain safeguarding standards.

5.5 Bias

We are aware that AI tools can perpetuate existing biases, particularly towards special characteristics including sex, race and disability. This means that critical thought must be applied to all outputs of authorised AI applications. This means fact and sense-checking the output before relying on it.

We will ensure we can identify and rectify bias or errors by training staff in this area.

We also regularly review our use of AI to identify and correct any biases that may arise.

At Astley Park School all staff will thoroughly read through AI assisted outcomes to ensure there is no bias particularly towards special characteristics before documents are shared.

5.6 Raising concerns

We encourage staff and governors to speak to the headteacher 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.

5.7 Ethical and responsible use

We will always:

- Use generative AI tools ethically and responsibly
- Remember the principles set out in our school's equality policy when using generative AI tools. A copy of the school's Equality Policy can be accessed on the website; <https://astleypark.lancs.sch.uk/school-info/policies>

- 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 governors 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

6. Educating pupils about AI

Here at Astley Park, we acknowledge that pupils 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 pupils develop the right skills to make the best use of generative AI.

7. Use of AI by pupils

The school does not have current plans for pupils to use generative AI tools within lessons. However, pupils will be taught about AI so that they are well-informed about current developments in technology and its impact on society. This will provide pupils with strong foundational knowledge that will support their future use of AI.

If pupils are given opportunities to use AI tools at school, the following should apply:

- Pupils may only use AI to support learning under close teacher supervision.
- AI should be used as a tool for idea generation, research, and creativity but not for automated answers.
- Pupils must acknowledge AI assistance in work.

8. Staff training

At Astley Park, all staff will complete initial training on the benefits and risks of AI technology. Alongside this, the Head Teacher will ensure regular discussions during staff meetings around further training, any worries and concerns.

The AI Lead will remain up to date (via research) of new AI technologies and will share training sessions as and when necessary to ensure safe, fair usage.

9. Breach of this policy

9.1 By staff

Breach of this policy by staff will be dealt with in line with our staff code of conduct which can be accessed on our school's website;

<https://astleypark.lancs.sch.uk/school-info/policies>

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 school device
- At home, at school 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 school)
- 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.

9.2 By governors

Governors found in breach of this policy will be subject a governing body investigation of the breach which may then lead to disciplinary action, including suspension or removal from the governing body.

The specific consequences depend on the nature of the breach, the school's policies, and the governing body's decision.

9.3 By pupils

Any breach of this policy by a pupil will be dealt with in line with our behaviour policy which can be accessed via the school's website;

<https://astleypark.lancs.sch.uk/school-info/policies>

10. 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 AI Lead, whenever there is a significant change to either AI use by the school or the associated risks of AI usage.

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

The policy will be shared with the full governing board at least annually.

All teaching staff are expected to read and follow this policy. The Head Teacher /data protection officer / IT / AI lead are responsible for ensuring that the policy is followed.

The AI lead will monitor the effectiveness of AI usage across the school.

We will ensure we keep members of the school community up to date on the use of AI technologies for educational purposes. As part of our regular surveys, feedback from pupils, parents/carers and staff will be considered in the ongoing evaluation and development of AI use in school.

11. Links with other policies

This AI policy is linked to our:

Data protection policy

Assessment, Recording and Reporting policy

Behaviour policy

Staff code of conduct

ICT acceptable use policy

Online safety policy

Equality policy

12. Appendices

Below is the list of approved AI use within school. Should staff wish to add to the list, this must be discussed with the headteacher, AI Lead, and DPO.

Please ensure that you **do not** use any identifying/ personal information in open AI platforms.

AI tool register - September 2026

Approved tools	Approved uses
Microsoft 365 Copilot utilised with school credentials (Closed generative AI)	• Blog writing and newsletter drafting • Text to image generation • Subject Leader support • Planning support

	• Lesson ideas • Letter writing and email drafting • Identifying next steps
SLT.ai (Closed generative AI)	• Administrative support
Canva utilised with school credentials (Closed generative AI)	• Text to image generation