



THE EDWARD RICHARDSON PRIMARY SCHOOL

Artificial Intelligence (AI) Policy

Date of last review	Summer 2026
Term next due for update	Summer 2027
Member of staff responsible for this update	Headteacher
Governor responsible for this update	Chair
Requirement	Non-Statutory

Introduction and Rationale

Artificial Intelligence (AI) is becoming an increasingly common part of everyday life. It is used in search engines, online services, productivity software and many of the digital tools accessed by schools, families and employers.

The Edward Richardson Primary School recognises that AI has the potential to support efficiency, creativity and learning when used appropriately. At the same time, AI presents risks relating to safeguarding, privacy, misinformation, bias and data security.

This policy sets out how AI may be used within the school community. It aims to ensure that staff, pupils and parents understand both the opportunities and limitations of AI and that its use remains safe, responsible and aligned with the school's values and safeguarding responsibilities.

Aims

The aims of this policy are to:

- safeguard pupils, staff and families from risks associated with AI technologies;
- provide clear expectations regarding the appropriate use of AI within school;
- support staff in making effective and responsible use of approved AI tools;
- promote an age-appropriate understanding of AI amongst pupils;
- ensure compliance with data protection, safeguarding and online safety requirements;
- establish clear expectations for parents and carers regarding AI-related communications.

Scope

This policy applies to:

- all employees, governors, volunteers, contractors and visitors;
- all pupils;
- parents and carers when communicating with the school;
- any AI tools accessed through school systems, school devices or school accounts.

Definition of Artificial Intelligence

For the purposes of this policy, Artificial Intelligence refers to computer systems that can generate, analyse, summarise, predict or create content in response to user prompts.

This includes, but is not limited to, generative AI tools capable of producing text, images, audio, video or other content.

Roles and Responsibilities

Governing Body

The Governing Body is responsible for ensuring that the school has appropriate policies and procedures in place relating to AI, safeguarding and data protection.

Headteacher

The Headteacher is responsible for implementing this policy, ensuring staff awareness and addressing concerns regarding inappropriate use.

Designated (& Deputy) Safeguarding Leads (DSL/DDSL)

The DSL will oversee any safeguarding concerns arising from the use of AI and ensure these are managed in line with the school's safeguarding procedures.

Staff

All staff are responsible for following this policy, exercising professional judgement and reporting concerns relating to AI use.

Pupils

Pupils are expected to follow staff guidance regarding the use of technology and to report anything online that causes concern.

Parents and Carers

Parents and carers are encouraged to support safe and responsible technology use at home and to work collaboratively with the school when concerns arise.

Staff Use of AI

The school recognises that approved AI tools can support staff efficiency and reduce workload when used appropriately.

Staff may use approved AI tools to support tasks such as:

- drafting letters and communications;
- creating lesson resources and prompts;
- generating ideas and planning support;
- summarising non-confidential information;
- producing administrative documentation;
- supporting recruitment administration.

All content produced using AI must be reviewed, checked and amended as necessary before use.

Staff remain professionally responsible for all content they create, regardless of whether AI has been used to support its production.

AI must not be used to replace professional judgement, particularly in relation to safeguarding, behaviour, attendance, SEND, assessment or personnel matters.

Approved AI Tools

The school's approved AI platforms are those authorised by Education Lincs and made available through school-managed systems.

Staff must not use unapproved AI platforms for school-related work or school data.

Where AI functionality is embedded within approved school systems, staff should follow all relevant guidance provided by the school and Education Lincs.

Data Protection and Confidentiality

The protection of personal information remains essential when using AI.

Staff must not enter into any AI platform:

- names or identifying details of pupils;
- safeguarding information;
- medical information;
- SEND records;
- confidential personnel information;
- confidential financial information;
- information that could identify a member of the school community.

Information entered into AI systems should be treated with the same level of caution as information shared through any other digital platform.

All use of AI must comply with the school's Data Protection Policy, Records Management procedures and relevant legislation.

Pupil Understanding of AI

Pupils will be supported to develop an age-appropriate understanding of AI through the curriculum and wider online safety education.

This may include:

- understanding what AI is;
- recognising where AI is used in everyday life;
- understanding that AI can make mistakes;
- recognising that information generated by AI may not always be accurate;
- understanding some of the risks associated with AI technologies.

Pupils will not be directed to use generative AI tools to complete schoolwork or assessments unless specifically approved by the school.

Safeguarding Considerations

The school recognises that AI presents both opportunities and risks in relation to safeguarding.

Staff should remain alert to concerns including:

- AI-generated misinformation;
- inappropriate or harmful content;

- manipulation through AI-generated media;
- deepfakes and altered images;
- online scams or impersonation;
- content designed to influence, exploit or harm children.

Any safeguarding concern involving AI must be reported immediately in accordance with the school's Safeguarding and Child Protection Policy.

The school will continue to monitor developments in national safeguarding guidance, including Keeping Children Safe in Education, and update procedures as required.

AI-Generated Images, Audio and Video

Staff may use approved AI tools to create generic educational images, illustrations or lesson prompts where appropriate.

AI must not be used to:

- generate, manipulate or alter images of pupils;
- create AI-generated representations of pupils;
- create deepfake images, audio or video involving pupils or staff;
- misrepresent real events or individuals;
- create content that could cause harm, distress or reputational damage.

Any concerns regarding AI-generated media involving members of the school community will be treated seriously and investigated in line with safeguarding and behaviour procedures.

Parent and Carer Guidance

The school recognises that parents and carers may use AI tools in their everyday lives, including when communicating with the school.

The school encourages communications that accurately reflect the circumstances and concerns relating to a particular matter.

The use of AI-generated content does not alter the school's complaints procedures, decision-making processes or statutory responsibilities.

Parents and carers are encouraged to discuss safe and responsible use of AI with their children and to be aware that AI-generated information may be inaccurate or misleading.

Monitoring and Review

The Headteacher will monitor the implementation of this policy and report any significant concerns to governors where appropriate.

This policy will be reviewed annually or sooner if required by changes in legislation, safeguarding guidance, data protection requirements or technological developments.