



ST HILDA'S
CE HIGH SCHOOL

Artificial Intelligence (AI) Policy

Approved by Governing Committee: Curriculum & Teaching and
Business Resources

Ratified by Full Governing Body: 18th June 2026

Next Review Month: June 2027

Policy Owner / Author: BN/PT

Review Frequency: Annual

This policy remains in force until superseded by a revised policy
approved by the Governing Board.

CHRIST JESUS AS OUR CORNERSTONE

Ephesians 2:20

THE ST HILDA'S FAMILY

We are the St Hilda's family, with **Jesus Christ** as our **cornerstone**.
Building on foundations of **wisdom hope community dignity and equality**
we nurture and support one another to be our very best.
We rejoice in our **diversity** and celebrate our many achievements.

1. Policy statement

St Hilda's Church of England High School recognises that artificial intelligence, including generative artificial intelligence, may offer benefits for teaching, learning, administration and accessibility when used appropriately. The school will support the safe, lawful and proportionate use of AI where it is educationally beneficial, consistent with safeguarding duties, and subject to appropriate human oversight.

The school will not permit the use of AI in ways that compromise safeguarding, data protection, fairness, academic integrity or professional judgement.

This policy should be read alongside the school's other published policy documents and also UK Government's Policy paper '*Generative artificial intelligence (AI) in education - 12 August 2025*' <https://www.gov.uk/government/publications/generative-artificial-intelligence-in-education/generative-artificial-intelligence-ai-in-education>

2. Purpose

The purpose of this policy is to:

- set out how AI may and may not be used in school;
- protect pupils, staff and families from harm;
- ensure compliance with safeguarding, data protection and assessment requirements;
- make clear that AI supports, but does not replace, human judgement;
- provide a framework for approval, monitoring and review of AI tools and AI-assisted practice.

3. Scope

This policy applies to:

- all school staff, including temporary, agency, supply and volunteer staff;
- pupils;
- governors;
- contractors where they provide services involving AI on behalf of the school;
- parents and carers where AI-supported systems are used in communication or engagement.

4. Definitions

For the purpose of this policy:

Artificial Intelligence (AI) means digital systems that can perform tasks normally requiring human intelligence, such as generating text, images, summaries, suggestions or predictions.

Generative AI means AI tools that create new content in response to prompts, such as text, images, audio, code or video.

AI tool means any application, platform or feature using AI, whether stand-alone or built into existing software.

Personal data has the meaning given in UK data protection legislation.

High-impact decision means a decision that may significantly affect a pupil, staff member or family, including admissions, safeguarding decisions, SEND provision, behaviour sanctions, grading, exclusions, referrals or employment matters.

5. Principles

The school's use of AI will be guided by the following principles:

5.1 Educational purpose

AI will only be used where there is a clear and appropriate purpose linked to education, accessibility, operational efficiency or communication.

5.2 Human oversight

AI will not replace the professional judgement of staff. Staff remain responsible for checking accuracy, appropriateness, fairness and suitability before using AI-generated output.

5.3 Safeguarding first

The safety and wellbeing of children will take priority over convenience or novelty. Any AI use presenting a safeguarding risk will be stopped and reviewed immediately.

5.4 Lawfulness and data protection

AI tools must only be used in ways that comply with UK GDPR, data protection law, the school's privacy notices and internal approval arrangements. Schools should understand how personal data is processed by AI tools and must be transparent about that processing.

5.5 Fairness and inclusion

AI must not be used in ways that create or reinforce bias, discrimination or unfair disadvantage, including for pupils with protected characteristics or additional needs.

5.6 Transparency

The school will be open about where AI is used and will make expectations clear to staff, pupils and parents.

5.7 Accountability

All AI use in school remains the responsibility of the school and its staff; not the software provider.

6. Roles and responsibilities

6.1 Governing Body

The Governing Body will:

- approve this policy and review it at least annually;
- provide strategic oversight of the school's use of AI;
- seek assurance that safeguarding, filtering and monitoring, data protection and assessment integrity are properly addressed;
- receive updates on material risks, incidents and significant developments.

6.2 Headteacher

The Headteacher will:

- ensure this policy is implemented;
- authorise the adoption of AI tools following appropriate review;
- ensure staff receive suitable guidance and training;
- ensure this policy aligns with wider school policies and practice.

6.3 Senior Leadership Team

The SLT will:

- oversee operational implementation;
- ensure approved uses are clearly communicated;
- monitor compliance and address concerns;
- review impact, risks and training needs.

6.4 Designated Safeguarding Lead

The DSL will:

- advise on safeguarding risks arising from AI use;
- ensure AI-related safeguarding concerns are managed in line with child protection procedures;
- contribute to decisions where AI may affect pupil safety, wellbeing or online risk.

6.5 Data Protection Officer

The DPO will:

- advise on compliance with data protection law;
- advise whether a data protection impact assessment is required;
- support review of privacy information, contracts and data processing arrangements;
- advise on whether personal data may lawfully be used in connection with a particular AI tool or function.

Where processing is likely to result in high risk to individuals' rights and freedoms, a DPIA is required.

6.6 IT Lead

The IT Lead will:

- support technical review of proposed tools;
- advise on security, access controls, age restrictions, filtering and monitoring compatibility, and technical implementation;
- maintain records of approved AI tools and technical controls.

6.7 Exams Officer

The Exams Officer will:

- ensure compliance with current Joint Council for Qualifications (JCQ) and awarding body requirements;
- make sure staff and pupils understand the rules on AI use in assessments;
- ensure concerns are addressed through the school's malpractice procedures. JCQ states that work submitted for assessment must be the candidate's own, and misuse of AI may constitute malpractice.

6.8 Staff

All staff will:

- use only approved AI tools for school purposes unless expressly authorised otherwise;
- always exercise professional judgement;
- check AI-generated content for accuracy, tone, bias, safeguarding concerns and appropriateness;
- avoid entering personal data into AI tools unless this has been expressly approved;
- report concerns, errors, harmful content, security issues or misuse promptly.

6.9 Pupils

Pupils will:

- use AI only as permitted by the school and by their teacher;
- follow staff instructions and the school's acceptable use expectations;
- not present AI-generated work as entirely their own where this is prohibited or where acknowledgement is required;
- report harmful, inappropriate or concerning AI content to a member of staff.

7. Approval of AI tools

No AI tool, feature or platform may be adopted for routine school use until it has been reviewed through the school's approval process.

That process will include, where appropriate:

- educational purpose and benefit;
- safeguarding implications;
- age appropriateness and provider age limits;
- data protection compliance and privacy information;
- whether personal data is processed and on what basis;
- security, access and account controls;
- contract and procurement review where required;
- compatibility with filtering and monitoring arrangements;
- impact on workload, equality and accessibility.

The school may maintain an internal register of approved AI tools and permitted uses.

8. Acceptable use by staff

Staff may use approved AI tools for legitimate school purposes, including:

- lesson planning and adapting materials;
- creating quizzes, exemplars, prompts or draft resources;
- accessibility support;
- drafting routine communications;
- summarising non-confidential information;
- administrative assistance, provided appropriate checks are completed.

Any content produced with AI must be reviewed by the member of staff before use. Responsibility for the final content remains with the member of staff.

Staff must not rely on AI output where professional expertise, contextual knowledge or direct human judgement is required.

9. Unacceptable use by Staff

Staff must not:

- enter identifiable pupil, parent or staff personal data into public or unapproved AI tools;
- use AI to make or recommend high-impact decisions without proper human consideration;
- use AI in a way that could expose pupils to harmful, biased, misleading or inappropriate content;
- use AI to generate reports, references, records or communications that are inaccurate or misleading;
- use AI to bypass school procedures, safeguarding practice, quality assurance or accountability;
- use AI-generated content in a way that breaches copyright, confidentiality or contractual obligations.

10. Use of AI by pupils

The school recognises that pupils may encounter AI in everyday life and education. Pupils will therefore be taught age-appropriate and responsible use of AI, including:

- understanding that AI can be helpful but can also be wrong;
- recognising bias, misinformation and unsafe content;
- understanding what counts as their own work;
- understanding when use of AI is allowed, restricted or prohibited;
- knowing how to report concerns.

Teachers will make clear when AI use is permitted for classwork or homework, and what level of acknowledgement is required.

11. Assessments, coursework and examinations

The school will follow current JCQ guidance as published in their document '*AI Use in Assessments: Your role in protecting the integrity of qualifications*' and other awarding body rules in relation to AI use in assessments. Where exam or controlled assessment rules apply, staff and pupils must comply fully with those requirements.

Pupils must not submit AI-generated content as their own work where this is prohibited or where it has not been properly acknowledged.

Teachers must remain alert to indicators that work may not be authentic and should address concerns in line with school and JCQ procedures.

The Exams Officer will issue separate operational guidance where needed for formal assessments, coursework and non-examination assessment. JCQ guidance makes clear that AI misuse may amount to cheating or malpractice and can result in loss of marks or disqualification.

12. Safeguarding and online safety

AI-related safeguarding risks may include exposure to harmful or inappropriate content, grooming risks, manipulation, misinformation, exploitation, bias, deepfakes, impersonation and over-reliance on automated systems.

The school will manage these risks by:

- applying safeguarding procedures to AI-related concerns;
- maintaining suitable filtering and monitoring systems;
- making sure staff understand how to identify and escalate concerns;
- teaching pupils about safe and critical use of online tools, including AI;
- reviewing AI risks as part of wider online safety practice.

KCSIE 2025 requires schools to have appropriate filtering and monitoring systems, to review their effectiveness, and to assign clear responsibilities as part of online safety and safeguarding arrangements.

Where an AI-related issue creates an immediate safeguarding concern, staff must follow the school's safeguarding reporting procedures without delay.

13.Data protection, privacy and security

The school will only use AI tools in ways that are consistent with data protection law and the school's published privacy information. In particular:

- personal data must not be entered into AI tools unless this has been reviewed and approved through the school's data protection process;
- staff must not assume that a tool is safe simply because it is popular or freely available;
- where required, the school will complete a data protection impact assessment before use;
- privacy notices will be updated where AI processing requires this;
- the school will consider whether providers use inputs to train models and whether such processing can be restricted or disabled;
- staff must follow school guidance on passwords, access controls and secure handling of information.

DfE guidance for schools' states that AI tools must comply with data protection law, that schools should understand how personal data is used, and that pupils, staff, parents and governors should be informed about that processing.

14.Equality, fairness and bias

The school recognises that AI systems may reflect or amplify bias. Staff must therefore take care to review AI outputs critically, especially where content relates to behaviour, SEND, inclusion, safeguarding, protected characteristics or family circumstances.

AI must not be used in ways that unfairly disadvantage any pupil or group.

15.High-impact decisions

AI must not be used as the sole basis for decisions that have legal, disciplinary, educational or similarly significant effects on pupils, parents or staff.

This includes, but is not limited to:

- grading or predicted grades;
- admissions decisions;
- exclusions or sanctions;
- safeguarding decisions;
- SEND support decisions;
- referrals to external agencies;
- employment or HR decisions.

Any use of AI to assist with such matters must be limited, transparent, and subject to clear human review and accountability. DfE guidance emphasises that educators remain responsible for decisions and should not treat AI outputs as authoritative or determinative.

16.Training and awareness

The school will provide appropriate training and guidance for staff on:

- what AI is and how it may be used safely;
- safeguarding and online safety risks;
- data protection and confidentiality;
- assessment integrity and malpractice risks;
- checking AI-generated content for accuracy and bias;
- the school's approval and reporting procedures.

Pupils will receive age-appropriate education on safe, responsible and critical engagement with AI as part of the curriculum and wider online safety education.

17.Reporting concerns and incidents

Any member of staff who becomes aware of inappropriate, unsafe, inaccurate or unauthorised AI use must report this promptly to the appropriate lead, depending on the nature of the concern:

- safeguarding concern: DSL;
- data protection concern: DPO;
- technical or security concern: IT Lead;
- assessment concern: Exams Officer or relevant senior leader;
- staff conduct concern: line manager or Headteacher.

The school will investigate concerns proportionately and take action in accordance with its safeguarding, behaviour, disciplinary, data protection and malpractice procedures.

18.Monitoring and review

The school will monitor the implementation of this policy through:

- safeguarding review;
- data protection review;
- assessment and malpractice review;
- staff feedback;
- pupil feedback where appropriate;
- periodic review of approved tools and usage.

This policy will be reviewed at least annually, and sooner where there are significant changes in guidance, technology or school practice. DfE guidance on generative AI in education was updated on 12 August 2025, and the school will keep this AI policy under review as is a fast-evolving area of technology.

19.Related documents

This policy should be read alongside other Policies published on the school's website at <https://www.st-hildas.co.uk/policies-and-procedures/>, particularly:

- Behaviour for Learning Policy
- Child Protection Policy
- Code of Conduct for Adults
- Complaints Policy
- Data Protection Policy
- Online Safety Policy
- Privacy Notice

20.A simple practical guide anyone before using any AI tool:

- Is there a clear educational or operational purpose?
- Is this tool approved by school?
- Am I entering personal or confidential information?
- Could the output be inaccurate, biased or inappropriate?
- Have I checked and taken responsibility for the final content?
- Do I need advice from the DPO, DSL, IT Lead or Exams Officer?

If in doubt on any point above please seek advice from a line manager, Head Teacher, the IT department, or simply refrain from using the AI tool.