Wellstead Primary School
Sowing the Seeds of Success

Artificial Intelligence (AI) Policy

Statement of Principles

At Wellstead Primary School, our use of artificial intelligence (AI) is guided by our vision, 'Sowing the Seeds for Success'. We believe AI should support our goal of supporting every child to flourish academically, socially and emotionally, while enabling staff to focus on the relationships and learning experiences that matter most. We are committed to ensuring that any use of AI reflects our school values, promotes inclusion and opportunity for all, and contributes positively to the achievement, wellbeing and personal development of every pupil.

Definitions

Artificial Intelligence (AI)

Technology that can analyse information, generate content or perform tasks that would normally require human intelligence.

Generative AI

AI systems that create text, images, audio, video or other content in response to prompts.

Our Values-Led Approach to AI

- **Respectful** – protecting dignity, privacy, data and intellectual property.
- **Reflective** – staff remain accountable and review all AI-generated content.
- **Collaborative** – reducing administrative workload and supporting teamwork.
- **Adaptable** – embracing innovation where it is safe, secure and beneficial.
- **Aspirational** – preparing pupils for a future in which AI will play an increasing role.
- **Independent** – ensuring children develop their own knowledge, understanding and critical thinking before using AI as a support tool.

Aims

Our use of artificial intelligence (AI) aims to:

- Enhance teaching and learning.
- Improve outcomes for pupils.

- Reduce unnecessary workload for staff, allowing greater focus on pupils.
- Ensure AI is used in a safe, ethical and lawful way.
- Protect personal and sensitive data.
- Establish clear expectations and accountability for staff use of AI.

Four Core Rules for Responsible AI

1. Fairness and Accuracy

AI is a drafting and support tool, not a finished product. All outputs must be reviewed for accuracy, appropriateness and bias.

2. Privacy and Data Protection

Personal and sensitive information must only be used within approved secure systems and in accordance with UK GDPR.

3. Safety and Safeguarding

Children must not access open AI systems unsupervised. Any pupil use must be planned, purposeful and monitored.

4. Accountability

Staff remain fully responsible for decisions, communications, resources and materials that involve to use of AI.

Staff Responsibilities

All staff must:

1. Use AI fairly and avoid discriminatory or biased practices.
2. Be transparent when AI has substantially contributed to a piece of work.
3. Check all AI-generated content for accuracy.
4. Maintain confidentiality and data protection requirements.
5. Follow safeguarding procedures when using AI tools.
6. Consider the environmental impact of AI where appropriate.
7. Remain responsible for any final content produced using AI.

Approved AI Systems

School Approved Platforms

The following AI tools may be used:

- Microsoft Copilot

- Google Gemini (when accessed using the school-managed account)
- ChatGPT (when used in accordance with the school's data protection requirements and without entering personal or sensitive information)
- Arbor AI features (if enabled)
- The Key GPT
- Napkin AI
- Goblin tools
- Robyn the robot LSA
- Other approved tools listed by the school

The approved AI tools list will be reviewed regularly as technologies, guidance and safeguarding requirements evolve.

Staff must seek approval from the Headteacher, Computing Lead or a senior leader before using new AI tools.

Staff Transparency and Accountability

AI may be used to support drafting, planning, resource creation and administrative tasks. However, staff remain the author of all work produced with AI assistance and retain full professional responsibility for its accuracy, appropriateness and compliance with school policies.

Staff must:

- Review and edit all AI-generated content before use.
- Check content for factual accuracy, bias and suitability.
- Exercise professional judgement at all times.
- Be transparent when AI has made a substantial contribution to professional documents where appropriate.
- Ensure AI does not replace professional relationships, decision-making or accountability.

Quality Assurance

Staff must:

- Verify factual information.
- Check for bias.
- Review tone and suitability.
- Ensure compliance with school policies.
- Edit outputs to reflect professional judgement.

AI-generated content should never be used without human review.

Permitted Uses of AI

Teaching and Learning

AI may be used to:

- Adapt texts.
- Create resources.
- Develop model answers and WAGOLLs.
- Generate questions and quizzes.
- Create images to support learning.
- Support accessibility.
- Assist resource preparation.
- Check responses.

Leadership and Administration

AI may be used to:

- Draft letters, newsletters and emails.
- Support report writing.
- Create planning overviews.
- Analyse documents.
- Summarise reports and guidance.
- Assist with action planning.
- Generate meeting notes for review.

All output must be reviewed by a member of staff before use.

Automated Assessment and Decision-Making

AI will not be used to:

- Award official grades.
- Make decisions about pupil progress, provision or interventions.
- Produce reports that are published without staff review.
- Replace professional judgement.

A member of staff must always review and approve any AI-assisted feedback, assessment or reporting.

Account Security

Staff must:

- Access approved AI tools using school accounts where available.
- Keep passwords secure and confidential.
- Report any suspected data breach or security concern immediately.

Data Protection and Privacy

Staff must not enter personal, confidential or sensitive information into open AI systems. Identifiable information may only be used within approved secure school systems and in accordance with the school's data protection procedures.

Particular care must be taken with:

- Sensitive personal data (including information relating to ethnicity, religion, health, family circumstances or vulnerability)
- SEND information
- Safeguarding records
- Behaviour records
- Medical information
- Staff employment information

Tiered Privacy Approach

Open AI Systems

Information that identifies pupils, families or staff must never be entered into open AI tools.

Secure School Systems

Identifiable information may only be used where approved within secure school systems such as Microsoft Copilot, Google Gemini through school-managed accounts, or Arbor.

DPIAs

A Data Protection Impact Assessment (DPIA) should be completed before the adoption of any significant AI system that processes school data.

Pupil Use of AI

Current Position

- Pupils may learn about AI as part of computing and digital literacy.
- Pupils must not use open AI tools independently for classwork or homework.
- Older pupils may use approved AI tools under direct supervision.

- Pupils should learn core knowledge, understanding and skills before using AI to evaluate, improve or extend their work.

AI Literacy

Where appropriate, pupils will learn:

- What AI is and how it works.
- The benefits and limitations of AI.
- How to use AI safely and responsibly.
- How to identify bias, misinformation and inaccuracies.

When using AI, staff must:

- Follow safeguarding policies at all times.
- Report concerning content immediately.
- Ensure children are not exposed to inappropriate AI-generated material.
- Use only approved systems with appropriate safeguards.

The Designated Safeguarding Lead should be consulted where concerns arise.

Policy Breaches

Misuse of AI, particularly the inappropriate sharing of personal, confidential or sensitive information, may be investigated and dealt with under relevant school procedures.

Monitoring and Review

The school will:

- Review this policy annually.
- Monitor emerging guidance from the DfE, Ofsted and ICO.
- Review approved tools regularly.
- Report significant developments in AI governance to governors.

Agreed by Governing Body: 7.7.26