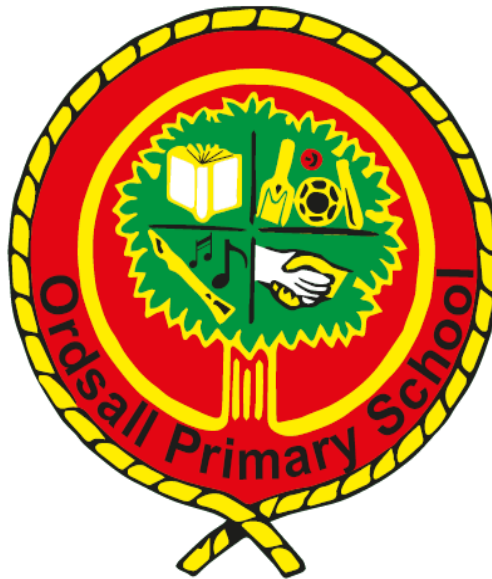




Play, Learn and Grow...Together!

Ordsall Primary School

Artificial Intelligence Policy

Date reviewed: September 2026

Reviewed by: Karl Hopkinson (Headteacher)

Approved by: Governing Body

Next review: September 2027

Contents

[Statement of Intent](#)

1. [Legal Framework](#)
2. [Definition of Artificial Intelligence](#)
3. [Principles for the Use of AI](#)
4. [Use of AI in School Operations](#)
5. [AI in Teaching and Learning](#)
6. [Acceptable Use of AI](#)
7. [Data Protection and Safeguarding](#)
8. [Ethical Use and Equality](#)
9. [Staff Responsibilities and Training](#)
10. [Monitoring and Review](#)

Statement of Intent

At Ordsall Primary School, we recognise that Artificial Intelligence (AI) has the potential to enhance teaching, learning and school operations. Used responsibly, AI can improve efficiency, support staff workload, enhance accessibility and provide valuable learning opportunities for pupils.

The school is committed to ensuring that AI is used safely, ethically and transparently, in line with our vision to Play, Learn and Grow Together. AI will support, but never replace, the professional judgement of school staff. The welfare, safeguarding and education of our pupils will always remain our highest priority.

1. Legal Framework

This policy has due regard to relevant legislation and guidance including:

- Data Protection Act 2018
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Human Rights Act 1998
- Equality Act 2010
- Keeping Children Safe in Education (2026)
- DfE guidance on Generative Artificial Intelligence in Education
- Information Commissioner's Office (ICO) guidance on AI and Data Protection
- DfE Filtering and Monitoring Standards
- The school's:
 - Data Protection Policy
 - Online Safety Policy
 - Staff Code of Conduct
 - Acceptable Use Agreements
 - Safeguarding and Child Protection Policy

2. Definition of Artificial Intelligence

Artificial Intelligence (AI) refers to computer systems capable of performing tasks that would normally require human intelligence.

This includes technologies that can:

- generate text, images, audio, video or computer code
- analyse data
- summarise information
- recognise patterns
- personalise learning experiences
- automate routine tasks.

Generative AI refers specifically to systems capable of creating new content in response to user prompts, such as written text, lesson resources, presentations or images.

3. Principles for the Use of AI

The school will ensure that AI is used in accordance with the following principles:

- AI will support – not replace – professional judgement.
- Staff remain accountable for all decisions made using AI-assisted outputs.
- AI will only be used where it improves educational outcomes or operational efficiency.
- Safeguarding, confidentiality and data protection will always take precedence.
- AI-generated content will always be reviewed by a member of staff before use.
- The school will promote responsible, ethical and critical use of AI.

4. Use of AI in School Operations

The Approved AI tools may be used to support administrative and leadership tasks, including:

- drafting communications
- preparing reports
- analysing anonymised data
- producing meeting notes
- creating presentations and training materials
- supporting curriculum planning
- assisting with policy development
- improving accessibility through translation or summarisation.

AI-generated content should always be checked for:

- factual accuracy
- suitability
- tone
- confidentiality
- compliance with school policies.

The Headteacher retains responsibility for ensuring that published documents accurately reflect the school's position.

5. AI in Teaching and Learning

AI may be used to enhance teaching and learning by:

- supporting lesson planning
- generating teaching resources
- differentiating learning activities
- supporting pupils with SEND
- producing quizzes and retrieval activities
- creating visual resources
- assisting with feedback where appropriate.

Teachers will always retain responsibility for:

- planning learning
- assessment
- feedback
- behaviour management
- safeguarding
- professional decision-making.

AI will never replace high-quality teaching.

Pupils may use AI tools only where appropriate for their age and stage of development and under the supervision of staff.

Through the curriculum, pupils will develop an understanding of:

- what AI is
- how AI systems work
- the benefits and limitations of AI
- bias and misinformation
- responsible and safe use
- why critical thinking remains essential.

Where assessment is intended to demonstrate pupils' own knowledge and understanding, the use of AI will only be permitted where explicitly authorised by the teacher.

6. Acceptable Use of AI

Staff may use approved AI systems to:

- generate lesson ideas
- draft letters and communications
- create teaching resources
- summarise documents
- support curriculum planning
- analyse anonymised information
- improve accessibility.

Staff must not:

- upload personally identifiable pupil information into public AI systems
- upload safeguarding information
- upload confidential staff information
- upload confidential governor information
- upload financial or commercially sensitive information
- rely on AI-generated information without checking its accuracy
- use AI to make safeguarding, disciplinary or SEND decisions without professional oversight
- present AI-generated content as verified without reviewing it.

New AI tools should not be used with school information until they have been considered by the Headteacher and, where appropriate, the school's Data Protection Officer.

7. Data Protection and Safeguarding

All use of AI must comply with the Data Protection Act 2018 and UK GDPR.

Before using any AI platform, staff must consider:

- what data is being entered
- where the data will be stored

- who may access the information
- whether the provider uses submitted information to train AI models
- whether appropriate contractual and security arrangements are in place.

Where possible, anonymised or fictional information should be used instead of real personal data.

The school will not use AI systems that:

- make automated decisions about pupils without meaningful human oversight
- compromise safeguarding
- reduce confidentiality
- create unacceptable risks to children or staff.

Safeguarding concerns must always be managed by appropriately trained staff and never delegated to AI systems.

8. Ethical Use and Equality

The All staff are responsible for using AI safely and professionally.

Staff should:

- understand the capabilities and limitations of AI
- undertake relevant training where provided
- use only approved AI systems for school purposes
- maintain confidentiality at all times
- verify all AI-generated outputs before use.

No member of staff should input confidential or personal school information into an AI system without prior approval from the Headteacher or Data Protection Officer.

The school will provide opportunities for staff training as AI technology and guidance continue to develop.

9. Staff Responsibilities and Training

Staff are responsible for evaluating the appropriateness of any AI tools they use. Training will be provided to ensure staff understand how AI works, what its limitations are, and how to use it safely and effectively. No staff member should use AI with pupil or confidential school data without prior consultation with the Headteacher or Data Protection Officer.

10. Monitoring and Review

The Headteacher and Governing Body will monitor the implementation of this policy to ensure that AI is used safely, legally and ethically across the school.

This policy will be reviewed annually, or sooner where there are significant developments in legislation, government guidance or AI technology.

Regular reviews will consider:

- safeguarding implications
- data protection compliance
- staff training needs
- emerging technologies
- educational impact
- feedback from staff and governors.

The Governing Body will ensure that the school's approach to AI continues to reflect best practice and supports the school's vision to Play, Learn and Grow Together.