Bledington Primary School

USE OF ARTIFICIAL INTELLIGENCE POLICY

Date of Policy 12.08.26	*Date of ratification by Governing Body* *07.10.26*	**Signed:** **CO-HEADTEACHERS** **Ms J Kewley** **Mme A Ziebeck** **CO-CHAIRS OF GOVERNORS** *K Dainty A Hammerstein*

Safeguarding Statement

At Bledington Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Bledington Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

1. Purpose of Policy

Artificial Intelligence (AI) is rapidly reshaping education and society. Used effectively, AI can reduce staff workload, personalise learning, and support inclusion. However, it introduces significant risks regarding safeguarding, privacy, and academic integrity.

This policy establishes a robust framework for the safe, legal, and responsible use of AI by staff and pupils at Bledington Primary School. It aligns with the latest Department for Education (DfE) guidance and UK GDPR standards. The ultimate goal is to maximise educational innovation while eliminating avoidable risks.

2. Strategic Approach

As highlighted in the DfE's early adopter insights, *"the biggest risk is doing nothing."* Ignoring AI leaves pupils unprepared for a digital future, while unregulated use creates critical safety gaps. Our strategy relies on four pillars:

- **Proactive:** We actively pilot AI tools that offer proven educational and operational value.
- **Balanced:** We conduct formal risk assessments before deploying any new AI system.
- **Inclusive:** We ensure AI tools support diverse learning needs and do not introduce bias.
- **Transparent:** We maintain open communication with parents regarding how and why AI is used.

3. Core Principles of AI Use

Safety and Safeguarding

- **Direct Supervision:** Pupils may only interact with AI platforms under the active supervision of a staff member.
- **Strict Filtering:** Allowed tools must feature robust age-appropriate content filters and strict moderation logs.
- **Zero Harm:** The school strictly prohibits any AI system capable of generating harmful, illegal, or discriminatory content.

Human Oversight and Accountability

- **Human-in-the-Loop:** AI serves strictly as an assistant. Final accountability rests entirely with human educators.
- **No Automated Decisions:** Staff must never use AI to automate grading, disciplinary actions, or pastoral care decisions.
- **Verification Mandate:** Teachers must fact-check all AI-generated resources to eliminate errors and "hallucinations."

Clear Educational Benefit

- **Purpose-Driven Use:** AI deployment must target specific curriculum goals or administrative efficiencies.
- **Instructional Priority:** AI tools must enhance—never replace—high-quality, face-to-face teaching.

4. Data Protection and UK GDPR Compliance

- **Zero Identifiable Data:** Staff and pupils are strictly forbidden from entering Personal Identifiable Information (PII) into public AI models.
- **PII Restrictions:** Names, addresses, dates of birth, and sensitive data must never be uploaded.
- **DPO Vetting:** The Data Protection Officer (DPO) must vet and sign off on the data privacy policy of any AI vendor before deployment.
- **Approved Infrastructure:** Users may only access AI tools through secured, school-sanctioned networks and devices.

5. Pupil Use and Academic Integrity

- **Age-Appropriate Access:** Pupil use is strictly limited to platforms verified for primary-age children (e.g., tools built for Key Stage 1 and Key Stage 2).
- **AI Disclosure:** Pupils must openly state when and how they used AI to assist with a piece of work.
- **Critical Evaluation:** The curriculum will actively teach pupils how to critically question, verify, and cite AI-generated outputs.
- **Plagiarism Controls:** Using AI to complete independent writing tasks or circumvent core assessments is treated as academic malpractice.

6. Staff Responsibilities and Workload Reduction

- **Workload Optimization:** Staff are encouraged to use vetted AI tools to streamline lesson planning, build differentiated resources, and automate routine admin.
- **Continuous CPD:** The school will provide ongoing professional development on effective prompting, ethical AI use, and digital safety.

7. Governance and Review

- **Network Monitoring:** IT Services will perform regular network audits to block unauthorized AI platforms.
- **Policy Evolution:** The Leadership Team and Governing Body will review this policy annually to keep pace with evolving technological advances and DfE mandates.

APPENDIX 1

RISK ASSESSMENT FOR THE USE OF ARTIFICIAL INTELLIGENCE

Example Risk	Who Might be Harmed	Description	Likelihood	Severity	Risk Rating	Controls / Mitigation Measures	Responsible Person
Exposure to harmful or inappropriate content	Pupils, Staff	AI could produce offensive, discriminatory, sexual, or violent material.	Low (with safe-guards)	High	Medium	Use only approved AI tools with strong content filters; all pupil use supervised by staff; restricted access.	Teachers, IT Lead/DPO
Inaccurate or biased information	Pupils, Staff	AI may generate factually wrong or biased responses that could mislead.	Medium	Medium	Medium	Teacher reviews all AI-generated content before use; teach pupils to question and verify AI outputs.	Teachers
Data breaches / GDPR violations	Pupils, Staff	Personal or identifiable information could be stored, misused, or leaked.	Low(with policy)	High	Medium	Use GDPR-compliant tools only; no personal data entered without DPO approval; staff training on data protection.	DPO, Teachers
Over-reliance on AI	Pupils, Staff	Reduced independent thinking and creativity if AI replaces human effort.	Medium	Medium	Medium	Design activities to promote critical thinking; AI used only as a support tool, not a replacement.	Teachers
Copyright infringement	Staff, School	AI-generated materials may breach copyright laws.	Low	Medium	Low	Teacher checks all AI materials; proper attribution given; staff trained on IP rules.	Teachers
Misuse by pupils (cheating, impersonation, rule evasion)	Pupils	Pupils might submit AI work as their own, impersonate others, or bypass instructions.	Medium	Medium	Medium	Clear acceptable use rules; tasks requiring personal input; monitoring of AI use; consequences for misuse.	Teachers
Safeguarding incidents linked to AI	Pupils	AI could be used to create harmful or targeted content about individuals.	Low	High	Medium	Strict supervision; safeguarding reporting procedures in place; immediate restriction/removal of offending tool.	Safeguarding Lead
Use of unapproved AI tools	Pupils, Staff	Increased risk to safety, data security, and compliance.	Low	High	Medium	Maintain and enforce Approved AI Tools List; block access to unapproved platforms; termly review by AI Working Group.	AI Working Group, IT Lead
Reputational dam-age to the school	School. Staff	Inappropriate or harmful AI use could damage trust and public image.	Low	High	Medium	Enforce policy compliance; respond swiftly to incidents; staff and pupil training; clear communication with parents.	SLT, Safeguard-ing Lead
Staff misuse or over-reliance	Staff, Pupils	Staff may unintentionally share inaccurate AI content or overuse AI in teaching.	Medium	Medium	Medium	Training on responsible AI use; mandatory review of AI outputs; SLT monitoring of AI integration in teaching.	SLT, Teachers