



Use of Artificial Intelligence (AI) Policy Ratified by Governing Body Review: September 2027

Herrick Primary School - Use of Artificial Intelligence (AI)

1. Introduction

Purpose: To provide a holistic framework for the integration and management of AI in educational settings, encompassing ethical compliance, educational enhancement, workload reduction, data security, and innovation.

At Herrick Primary School, our ethos is to **give each and every one a chance**. By integrating AI, we aim to ensure our pupils are prepared for a rapidly increasing digital world, ensuring they navigate these technologies with **Resilience, Empathy, Integrity, and Ambition**. The safeguarding and protection of our students remain at the heart of everything we do.

Scope: This policy applies to all staff, students, and stakeholders.

2. Key Definitions:

- **AI (Artificial Intelligence):** Systems including machine learning, natural language processing (NLP), and large language models (LLMs).
 - **LLM (Large Language Models):** Generative tools such as **Gemini**.
 - **Generative AI:** The ability to create images or videos from text prompts.
-

3. Aims & Guiding Principles

Our approach to AI is guided by our school values:

- **Ambition:** Enhancing learning experiences and fostering future-ready skill development.
- **Resilience:** Promoting independent research, curiosity, and persistence through digital challenges.
- **Integrity:** Ensuring ethical, transparent use that aligns with curriculum objectives.
- **Empathy:** Remaining vigilant against the use of AI for bullying or harm.

AI will not replace direct instruction but will serve as a supplemental tool to facilitate personalised learning and increase accessibility.

4. Approved Software & Ethical Use

To maintain system security, data privacy, and curriculum alignment, staff must **only utilise AI platforms approved by the Senior Leadership Team (SLT)** when handling school data, planning, or resource generation.

The current tools used by staff in school relating to the workplace are:

Gemini: To support our transition to Google Classrooms and Workspace.

Canva: For visual and creative resource generation.

Transparency: We will clearly indicate where and when AI is being used in educational settings and update parents at appropriate intervals.

The school recognises that the educational AI landscape evolves rapidly. Staff may explore external AI platforms for general professional development or personal ideation, provided that:

Data Protection: No personally identifiable information (PII) belonging to pupils, families, or staff is entered into any unvetted third-party tool.

Agile Approval: If staff wish to integrate a new AI platform into regular practice or school hardware, they must submit a request to the Computing Lead who will discuss this further with SLT. Approved tools will be added directly to the SLT-managed AI Register without requiring immediate policy re-ratification by the Governing Board.

5. GDPR & Data Protection:

Strict adherence to data protection laws is mandatory.

- **No Personal Data:** Use of AI must **never** involve sharing personal data of pupils, their families, or staff members (e.g., names, DOBs, addresses, or photos).
 - **Compliance:** All tools must be verified for GDPR compliance by the Technical/Data lead.
 - **Vetting:** Staff must only use tools that have been vetted and approved to ensure privacy and avoid unauthorized data scraping. A Risk assessment will be completed on first instances.
-

6. Safeguarding & Reporting Concerns

Herrick Primary School takes a proactive stance against AI-related safeguarding risks.

Risk Monitoring:

- **Deepfakes & Impersonation:** Identifying AI-generated hoaxes, audio, or video meant to deceive.
- **Bullying:** Any use of AI for harassment or bullying will be treated in line with our Anti-Bullying and Behaviour policies.
- **Exploitation:** Remaining vigilant against coercion or grooming facilitated by AI technologies.

Reporting Procedures:

- **Immediate Action:** If any member of staff has a concern regarding the use of AI—whether it involves a pupil, a colleague, or a generated output—they **must** speak to the Designated Safeguarding Lead (DSL) immediately.
- **Documentation:** Concerns should be logged following the standard school safeguarding procedures.

7. Workload Reduction & Verification

AI should enhance, not replace, human creativity.

- **Efficiency:** Teachers are encouraged to use AI for lesson planning, resource creation, and administrative tasks to reduce workload.
- **Verification:** Teachers **MUST** verify the suitability, accuracy, and curriculum alignment of any AI-generated materials before use in the classroom.

8. Monitoring & Effectiveness

We regularly evaluate the impact of AI to ensure it meets the evolving needs of our curriculum.

- **Impact Evaluation:** Termly reviews of how AI affects pupil learning, attainment, and staff pedagogy.
- **Stakeholder Feedback:** Feedback will be gathered from students, teachers, and parents to assess benefits and limitations.
- **Regular Updates:** This policy will be updated as AI technology and government guidance evolve.

9. Levels of Responsibility

Role	Responsibility	Person(s) Responsible
Governance	Informed of major initiatives and oversees policy approval.	Governing Body
Responsible Governor	Lead for Digital/Curriculum approval.	TBC
Technical/Data & DSL	Ensures compliance with GDPR, safeguarding, and technical ecosystems.	Safeguarding Lead / School Business Manager
Implementation	Daily management and staff training.	Computing Co-ordinator / Curriculum Lead / Headteacher

10. Linked Policies

This policy should be read in conjunction with:

- Acceptable Use Policy (AUP)
- Data Protection Policy
- Online Safety Policy
- Staff Code of Conduct
- Anti-Bullying & Behaviour Policy

Approved by:	Governors
Date:	September 2026
Review date:	September 2027

Appendix A - AI Platform Approval Request Form

Staff should complete this form before using a new AI platform regularly for school-related work or installing/accessing it on school hardware. Submit the completed form to the Computing Lead for discussion with SLT.

Staff member:	
Role / year group:	
Date:	
AI platform / tool name:	
Website / app link (if applicable):	
What would you like to use the tool for?	
Will any pupil, family or staff personal data be entered into the tool?	☐ No ☐ Yes
Will the tool be used directly with pupils?	☐ No ☐ Yes
Does it require installation, a school account, or access to school hardware?	☐ No ☐ Yes
Any other information SLT should be aware of?	

For Computing Lead / SLT use only

Decision:	☐ Approved ☐ Approved with conditions ☐ Not approved
Conditions / notes:	
Added to AI Register:	☐ Yes ☐ Not applicable
Reviewed by:	
Date:	