



### Artificial Intelligence

| Status              | Date Established      | Review Date    |
|---------------------|-----------------------|----------------|
| Statutory           | September 2026        | September 2027 |
| Written by          | Agreed with governors |                |
| Five Lanes CE Staff | September 2026        |                |
| Consultation        |                       |                |
|                     |                       |                |
| Reference           |                       |                |
|                     |                       |                |

Artificial Intelligence (AI) technology is increasingly embedded in everyday life and is gaining significant use within education. We recognise that AI has many benefits and the potential to enhance teaching, learning and outcomes, while supporting staff in reducing workload and improving efficiency.

We also recognise that AI introduces new risks. These risks can be mitigated through robust safeguarding practice, strong data protection procedures, and clear expectations for responsible use. This policy sets out how AI will be used safely, ethically and purposefully at Five Lanes CE Primary School.

We will educate staff and learners about safe, ethical and responsible use of AI, preparing them for a future in which AI technologies will play an increasing role. The safeguarding of staff and learners will always remain at the forefront of our policy and practice.

## **Related Policies**

This policy should be read alongside:

- Data Protection Policy
- Staff Behaviour Policy
- Behaviour Policy
- Online Safety Policy

## **Policy Statements**

- The School acknowledges the benefits of AI in an educational context — including enhancing teaching and learning, improving administrative processes, reducing workload, and preparing staff and learners for a future in which AI technology will be integral. Staff are encouraged to use AI tools where appropriate, within the frameworks provided below, and are required to be professionally responsible and accountable for this area of their work.
- We will comply with all relevant legislation and guidance, including Keeping Children Safe in Education (KCSIE) and Online Safety 2026.
- We will provide relevant training for staff and governors on the advantages, risks and responsible use of AI. Staff will be supported in identifying training needs and accessing appropriate development opportunities.
- We will ensure that learners understand the ethics and use of AI, including the potential benefits and risks. We recognise the importance of equipping learners with the knowledge, skills and strategies to engage responsibly with AI tools.
- As set out in Acceptable Use Agreements, the School will use AI responsibly and with awareness of data sensitivity. Staff must only input anonymised data into AI tools to avoid exposing personally identifiable or sensitive information.
- Staff must ensure that AI tools used comply with UK GDPR and other data protection regulations. Staff must verify that tools meet data security standards before using them for work related to the School.
- Only AI technologies approved by the School may be used. Staff must use school-provided AI accounts for work purposes. These accounts are configured to comply with organisational security and oversight requirements.
- Staff must not input sensitive information — including internal documents, strategic plans or confidential data — into third-party AI tools unless explicitly vetted for that purpose.
- The School will ensure that AI use does not infringe copyright or intellectual property conventions. Care will be taken to avoid intellectual property, including that of learners, being used to train generative AI models without appropriate consent.
- AI incidents must be reported promptly. Staff must report any incidents involving misuse, data breaches or inappropriate outputs immediately. Quick reporting helps mitigate risks and supports a prompt response.

- The School will audit all AI systems in use and assess their potential impact on staff, learners and school systems. An AI inventory will be maintained, listing all tools, their purpose and potential risks.
- We are aware of the potential risk for discrimination and bias in AI outputs and have interventions and protocols to address any issues that arise. When procuring and implementing AI systems, we will prioritise fairness and safety.
- AI tools may be used to assist teachers in assessing learners' work and identifying areas for improvement. Teachers may also support learners to gain feedback on their own work using AI. Use of these tools must be purposeful, considered and focused on impact, understanding and risk mitigation.
- Human oversight will always be prioritised. AI should assist, not replace, human decision-making. Staff must ensure that final judgments, particularly those affecting people, are made by humans. All AI-generated content must be fact-checked and reviewed for accuracy before sharing or publishing.
- Improper use of AI tools — including breaches of data protection standards, misuse of sensitive information or failure to adhere to this policy — will be subject to disciplinary action as defined in the Staff Disciplinary Policy.

## Responsibilities

### Headteacher and Senior Leaders

Responsible for strategic planning of AI use, establishing AI policies and procedures, and ensuring all staff receive relevant training.

### Designated Safeguarding Lead / Online Safety Lead

Responsible for online safety and safeguarding implications of AI. They will receive specialist training and ensure staff are updated regularly.

### Data Protection Officer

Responsible for advising on data protection obligations, including Data Protection Impact Assessments (DPIAs) for AI systems.

### Technical Staff / IT Leads

Responsible for technical support, cyber-security, filtering and monitoring systems, and ensuring AI tools meet security requirements.

### Staff

All staff must read and understand this policy and associated Acceptable Use Agreements. Staff must report incidents promptly and challenge inappropriate behaviour. Staff must ensure:

- the environment is safe
- sensitive and confidential data is secure
- their actions do not put the School's reputation at risk
- learners understand their responsibilities

### Governors / Trustees

Governors must understand how AI is used in school, including benefits and risks. They will receive regular training and updates and ensure risks are identified and mitigated.

## Parents / Carers

We engage parents through:

- in-school sessions
- newsletters
- online information
- curriculum updates

## Vulnerable Groups

We recognise that vulnerable learners may be at greater risk from misuse of AI. We ensure appropriate support and risk mitigation. Children are considered vulnerable data subjects; any AI process involving their personal data is likely to be high-risk and may require a DPIA.

## Reporting

Reporting systems are well promoted, easily understood and accessible. All reports will be treated seriously and dealt with swiftly and sensitively. Anonymous reports or reports from third parties will be responded to.

## Responding to an Incident or Disclosure

Our response will follow safeguarding and disciplinary processes and place the learner at the centre of decision-making.

- All AI incidents must be reported promptly.
- Relevant incidents will be reported to external agencies (Police, LADO, DPO, ICO).
- All incidents will be recorded through normal school systems.
- Misuse by staff will follow staff disciplinary procedures.

## Risk Assessment

Our approach to managing AI risk aligns with our broader safeguarding approach. Risks include:

- legal, commercial, security and ethical risks
- data protection
- cyber security
- fraud
- safeguarding and wellbeing
- duty of care

## Education

We will integrate AI responsibly and effectively within the curriculum to:

- enhance academic outcomes
- support teachers
- educate learners on AI use
- develop AI literacy
- prepare pupils for the future
- promote educational equity

AI education will be delivered through:

- Computing
- PSHE
- cross-curricular programmes
- assemblies

Our approach is dynamic, evolving and based on need, shaped by:

- learner assessment
- emerging trends
- surveys
- focus groups
- parental engagement
- staff consultation
- staff training

We use national resources including:

- UKCIS guidance
- ProjectEVOLVE
- Education for a Connected World

## **Training**

We will provide comprehensive training for staff on:

- responsible and ethical AI use
- safeguarding risks
- data protection
- bias and discrimination
- verifying AI outputs
- preparing pupils for an AI-shaped future