

Date of Policy Creation	July 2026	Named Responsibility	Rachael Preston Lead
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Inception of new Policy		Named Responsibility	
Date of Policy Adoption by Governing Body			
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HIGH ERCALL PRIMARY SCHOOL CURRICULUM POLICY GUIDANCE FOR USE OF AI

RELATED POLICIES AND PROCEDURES THIS POLICY STATEMENT SHOULD BE READ ALONGSIDE OUR ORGANISATIONAL POLICIES AND PROCEDURES, INCLUDING:

- DATA PROTECTION POLICY
- STAFF CODE OF CONDUCT
- ONLINE SAFETY POLICY
- IT - ACCEPTABLE USE POLICY

INTRODUCTION AND CONTEXT AT OUR SCHOOL

We recognise the potential benefits of artificial intelligence (AI) in enhancing teaching and learning, streamlining administrative tasks and reducing teacher workload. AI tools can support teachers by generating model texts, lesson plans, and other educational materials. However, their use must be guided by clear principles to ensure ethical, safe, and effective implementation.

This policy outlines how AI should be used within our school, with a focus on safeguarding, accuracy, and professional responsibility.

This policy is aligned with the Department for Education's (DfE) guidance on the use of generative AI in education and reflects expectations from Ofsted and statutory legislation including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This policy provides a framework for the use of AI solutions/technology by school employees (whether temporary or permanent), Governors, contractors, agents, vendors and anyone else processing information in pursuit of the school's activities.

WHAT IS AI?

Artificial intelligence (AI) refers to computer systems that can perform tasks usually requiring the input of human intelligence. These include understanding language, generating text, recognising patterns, solving problems, and learning from data.

Generative AI tools, such as ChatGPT, Microsoft CoPilot or Google Gemini can:

- answer questions
- complete written tasks
- generate images, text or code
- respond to prompts in a human-like way
- produce audio, simulations or videos

AI is now embedded in various tools used in education. It can be accessed through:

- Discreet platforms, such as ChatGPT or Google Gemini
- Integrated features within existing programmes (e.g., Microsoft Word's CoPilot tool, Canva's AI design features, or planning templates that use AI to support text generation)
- Secure platforms built with education in mind, such as Microsoft CoPilot for Education

AI IN OUR SCHOOL

Staff can use AI platforms including Microsoft CoPilot, Google Gemini, Chat GPT, Teachmate AI, Twinkl AI and others.

AI **CAN** be used by staff to:

- Support teachers in the planning of lessons and the curriculum
- Create educational resources
- Generate model texts (WAGOLLS – 'What A Good One Looks Like')
- Provide alternative explanations or scaffolding for concepts
- Reduce workload by assisting in administrative and lesson preparation tasks

- Generate images for use in lessons where appropriate
- Support with administrative tasks completed by our office staff and senior leadership team, such as writing letters or emails

Other additional tasks not listed here may be completed using AI, provided the fit within the parameters of this policy.

AI will **NOT** be used to:

- Make decisions about pupils or their progress
- Generate assessments without teacher oversight
- Replace professional judgement or expertise

In order to safeguard personal data, staff agree that the following will **NOT** be entered into any AI platform:

- Personal data (pupil names, dates of birth, addresses)
- Images of children
- Children's work (this is classed as children's intellectual property)
- Intellectual property belonging to the school
- Documents relating to children's progress or needs

ETHICAL AND RESPONSIBLE USE

We acknowledge that AI does not always return perfect results and all content will be checked by staff to ensure it is not: inaccurate, inappropriate, biased, unreliable, of poor quality.

Staff will ensure that AI is used to enhance teaching, not diminish it.

AI will always be used in line with school values, inclusivity, equality and safeguarding policies.

AI IN THE CURRICULUM

Though we aim to prepare children for a future in which use of AI will likely be an everyday occurrence, children will not use AI independently at this stage, as most platforms are rated 13+ and appropriate safeguarding measures are not yet in place.

We recognise the importance of equipping learners with the knowledge, skills and strategies to engage responsibly with AI tools.

Children will learn about AI as part of the computing and online safety curriculum; allowing them to understand the benefits and risks and promoting critical thinking skills.

RESPONSIBILITIES OF STAFF

The DSL and Online Safety Lead will:

- Monitor this policy in line with updates and advances in AI, including any emerging risks presented
- Ensure filtering and monitoring systems protect pupils from harmful AI generated material
- Provide appropriate training and updates to staff as necessary

All staff will:

- Read and understand this policy
- Use AI responsibly in line with the policy
- Report any concerns to the DSL immediately

Governors:

Our Governors will have a good understanding of how AI is used in our school, as well as the benefits and potential risks of its use. This includes any future updates to this policy.

REVIEW AND MONITORING

- The school has an Online Safety Lead and Computing Coordinator who will be responsible for document ownership, review, and updates.
- The AI Policy will be reviewed annually or when any significant changes occur regarding the technologies in use within the school.
- The AI policy has been written by the school Online Safety Lead and Computing Coordinator and is current and appropriate for its intended audience and purpose.
- There is widespread ownership of the policy and it has been agreed by the SLT and approved by Governors. All amendments to the school AI policy will be discussed in detail with all members of teaching staff.

Given the pace of AI development, this policy will be continually developed to ensure it mirrors legislative/regulatory requirements and best practice.