Date of last review: N/A

GENERATIVE ARTIFICIAL INTELLIGENCE POLICY

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1. Introduction

Artificial Intelligence (AI) technology is developing rapidly and is increasingly being used across many areas of everyday life, including education. Generative AI (Gen AI) refers to technology that can create new content, including text, images, audio, presentations and other resources in response to instructions or prompts.

At Kingdom Christian School, we recognise that AI offers opportunities to support teachers, improve efficiency, reduce workload and enhance the

quality of educational resources. When used appropriately, AI can be a valuable professional tool.

Our school intends to use AI primarily to support teachers and authorised staff with their professional responsibilities and school operations.

The purpose of this policy is to establish a safe, consistent and responsible approach to AI use within our school. Our aims are to:

- Support appropriate use of AI to enhance teaching and learning.
- Reduce unnecessary staff workload and improve administrative efficiency
- Protect the privacy, rights and personal information of children, families and staff
- Ensure AI is used safely, ethically and responsibly
- Maintain professional accountability and human oversight

We recognise that Gen AI can introduce risks, including inaccurate information, bias, inappropriate content, data protection concerns and potential copyright infringement.

These risks can be reduced through our existing safeguarding, data protection and technical security arrangements, alongside clear procedures for staff.

Safeguarding and the wellbeing of our children and staff remain central to our approach.

We recognise that AI technology will continue to evolve. This policy will therefore be reviewed regularly to reflect changes in technology, legislation and relevant guidance.

2. Definitions

Artificial Intelligence (AI): Technology that enables computer systems to perform tasks that would typically require human intelligence, such as understanding language, recognising patterns, generating content or solving problems.

Generative AI (Gen AI): A form of AI that can create new content, including text, images, audio, video and computer code.

ChatGPT: A generative AI tool developed by OpenAI that can respond to questions, generate written content and assist with a range of tasks.

Data Protection Impact Assessment (DPIA): A process used to identify and minimise data protection risks associated with certain types of personal data processing.

UK GDPR: The United Kingdom General Data Protection Regulation, which sets out requirements for the processing and protection of personal data.

Personal Data: Information relating to an identified or identifiable living individual.

Anonymised Data: Information that has been processed so that an individual can no longer be identified, directly or indirectly.

Bias: Where an AI system produces unfair or discriminatory results due to the information or assumptions on which it is based.

Hallucination: When an AI system generates information that appears factual or convincing but is incorrect or made up.

Deepfake: AI-generated or manipulated images, audio or videos that imitate a real person and may be used to mislead or impersonate them.

Human Oversight: The requirement for a person to review AI-generated information and remain responsible for decisions and actions.

3. Scope and Responsibilities

This policy applies to the use of AI tools for professional school purposes. Only AI tools and accounts approved by the school may be used for school purposes.

Staff must not assume that publicly available or free AI tools are automatically suitable for professional school use.

AI agents and tools that can independently access systems, make decisions or carry out actions on behalf of users are not authorised unless specifically approved by the Headteacher.

This policy applies to all staff, including teachers, teaching assistants, supply staff, temporary staff, trainees, volunteers, governors, contractors and anyone working on behalf of the school.

AI use is restricted to teachers and authorised staff. Pupils are not permitted to access or use ChatGPT or other generative AI tools through school provision or school accounts.

All staff are responsible for reading and understanding this policy before using AI technology for school purposes.

School leaders are responsible for ensuring that staff understand and follow this policy, including reporting any suspected breaches or inappropriate use.

4. Key Responsibilities

The Headteacher will:

- Lead the school's approach to AI.
- Approve the use of AI tools for professional purposes.
- Monitor compliance with this policy.
- Ensure staff receive appropriate guidance and training.
- Respond to concerns relating to AI use.

The Data Protection Officer (DPO) will:

- Advise on data protection responsibilities.
- Support the assessment of AI tools where necessary.
- Advise on potential data protection risks and breaches.

All staff will:

- Use AI responsibly and in accordance with this policy and Acceptable Use Agreements.
- Protect confidential and personal information.
- Check all AI-generated information before use.
- Maintain professional responsibility for their work.
- Report any concerns or suspected misuse.

The school will provide appropriate training and guidance to staff and governors on the benefits, limitations, risks and safe use of AI.

AI should be used to support and enhance the work of professionals, allowing teachers to focus their time and expertise on teaching, relationships, pupil engagement and the wider needs of the school community.

This policy should be read alongside the school's existing policies, including:

Safeguarding and Child Protection Policy

Data Protection Policy

Online Safety Policy

Staff Code of Conduct

Relevant copyright and confidentiality procedures

5. Use of AI by Staff

Staff must use AI in accordance with applicable legislation and guidance, including Keeping Children Safe in Education (KCSIE), UK GDPR, the Data Protection Act 2018 and relevant intellectual property and copyright requirements.

Staff must not knowingly use AI technology in a way that places children, families or colleagues at risk.

AI must not replace professional judgement or be used to make significant decisions affecting individuals.

Staff must use AI responsibly, ensuring that it complements their professional knowledge, experience and expertise.

The use of AI should be carefully planned. Staff should consider whether AI is appropriate for the particular task and whether the benefits outweigh any potential risks.

Where staff are unsure, they should seek advice from the headteachers before proceeding.

Staff remain professionally responsible and accountable for the accuracy, quality and content of any work supported by AI.

All AI-generated information must be checked, reviewed and adapted as necessary before being used, shared or published.

AI recording, transcription and note-taking tools must not be used in meetings without prior approval and an appropriate data protection assessment. All participants must be informed before any recording or transcription takes place. Any concerns raised by participants must be considered.

Online meetings arranged by the school may use approved recording or transcription facilities where appropriate. Participants must be informed, and recordings and transcripts must be stored securely and retained only for as long as necessary in accordance with the school's retention arrangements.

6. Approved Uses of AI

In line with Department for Education guidance, AI may be used by authorised staff to support appropriate professional tasks, including:

- Creating lesson plans and teaching resources
- Developing quizzes, revision activities and worksheets
- Creating differentiated and scaffolded learning materials
- Generating ideas for classroom activities and displays
- Drafting communications for parents and carers
- Supporting timetable planning and general administration
- Preparing presentations and staff training materials
- Developing school policies and procedures
- Supporting curriculum development
- Creating assembly scripts, prayers and collective worship resources
- Generating ideas for school improvement
- Summarising publicly available educational guidance

AI may assist staff in gathering information and creating educational resources, including whole-class lesson plans, extension activities and general strategies to support different learning needs.

Teachers must use their professional expertise to adapt these materials to the needs of their class.

AI may support teachers in considering general areas for improvement and developing feedback strategies. However, staff must not upload individual pupil work, assessment records or identifiable pupil information to AI tools.

All assessment decisions and feedback relating to individual children remain the responsibility of the teacher.

AI may be used to generate general strategies and resources that teachers can use to help children improve their work. Pupils will not directly access AI tools or submit their work to AI platforms under this policy.

AI may assist staff with the drafting of general school communications and reports. Staff must ensure that no confidential or identifiable pupil information is entered into AI systems.

AI may help staff research general educational approaches and identify ideas for school improvement. Decisions about school development, pupil progress and educational provision must remain with the appropriate members of staff.

Where AI has materially supported the production of a document, presentation or communication, staff should be transparent about its use where appropriate.

AI must not be used for personal financial gain or for purposes that contravene school policy or applicable legislation.

7. Copyright

Staff must ensure that copyrighted materials, including commercial textbooks, purchased digital resources, licensed teaching materials and third-party content, are not uploaded into AI systems unless the school has the appropriate rights or permission.

Staff must respect copyright and intellectual property when creating, adapting or publishing AI-generated materials.

AI-generated content should be checked carefully before being shared externally. Staff should be aware that AI-generated content may not automatically qualify for copyright protection under UK law.

8. Our Core AI Tools

The school intends to use ChatGPT as a professional support tool for authorised teachers and staff, subject to school approval and appropriate data protection and security checks.

Other AI platforms may be considered where there is a clear professional purpose and the appropriate checks have been completed.

Staff must use approved accounts and review the privacy and data control settings available within the platform.

Where organisational accounts are available, these should be prioritised to support appropriate oversight and security.

The school recognises that different AI platforms offer different levels of privacy, security and organisational control. The approval of a platform does not remove the responsibility of staff to follow this policy.

Staff must not create accounts for pupils or allow children to access staff AI accounts.

9. Use of AI by Pupils

The school's approach is that AI tools are for teachers and authorised staff only.

Pupils will not be given access to ChatGPT or other generative AI tools through school provision or school accounts.

Pupils will not be asked to upload their work, photographs, personal information or other material to AI platforms as part of school activities.

The school recognises the importance of preparing children for a world in which AI technology is increasingly present. Where appropriate, teachers introduce age-appropriate discussions about AI through the curriculum. This includes explaining what AI is, how it works, its benefits, its limitations and the importance of checking information. Such teaching will be teacher-led and will not require pupils to access or interact directly with AI platforms.

The school's approach ensures that children can develop an understanding of modern technology while maintaining appropriate safeguards and protecting their privacy.

10. Potential Misuse of AI

The school recognises that AI can be misused to create misleading, inappropriate or harmful material.

Staff should be aware of the potential for AI-generated misinformation, impersonation, deepfakes and fraudulent communications.

Staff must not use AI to create, distribute or share inappropriate, discriminatory, misleading or harmful content.

Staff must not use AI to impersonate colleagues, parents, children or other individuals, or to create misleading communications.

Any suspected misuse of AI, inappropriate content or potential safeguarding concern must be reported immediately to the headteacher.

11. Ethical Use of AI

The school expects all staff to use AI carefully and with an awareness of its limitations.

12. Bias and Discrimination

AI-generated information may reflect bias within the data on which the system has been trained. This may result in unfair, discriminatory or inappropriate content.

Staff must review AI-generated materials to ensure that they are fair, inclusive and consistent with the school's values.

13. Accuracy

AI may generate information that appears convincing but is factually incorrect. This is sometimes referred to as a hallucination.

Staff must verify information before relying on it, particularly where it relates to safeguarding, legislation, educational guidance or statutory requirements.

14. Human Oversight

AI does not have human understanding, compassion or professional judgement. Staff must ensure that AI-generated information is reviewed and that responsibility for decisions remains with people.

AI-generated information is not always accurate or reliable. AI tools may produce misleading information, outdated guidance, incorrect facts or inappropriate suggestions.

Staff must:

- Check the accuracy of all AI-generated information.
- Ensure that resources are appropriate for the age and development of the children.
- Check that educational content is consistent with the National Curriculum and relevant school requirements.
- Verify legal, safeguarding and statutory guidance against authoritative sources.
- Review all resources before using them in the classroom or sharing them externally.
- Ensure that content reflects the school's ethos, values and expectations.

AI must never be treated as a substitute for professional expertise or judgement.

The member of staff using AI remains responsible for the final content and any decisions made using it.

15. Currency

AI systems may not always have access to the most recent information. Staff must check current and authoritative sources where up-to-date guidance is required.

16. Data Protection Implications of Using AI

Protecting Personal Information

Protecting children's privacy is a fundamental priority for our school. Staff must never enter children's personal or identifiable information into AI tools. This includes:

- Children's names, addresses and dates of birth.
- Photographs or videos of children.
- Individual pupil assessment information and reports.
- SEND information and individual support plans.
- Medical information or diagnoses.
- Safeguarding and child protection information.
- Behaviour records and details of individual incidents.
- Family circumstances or confidential information about parents and carers.
- Children's written work where it contains identifiable or personal information.

Photographs and videos of pupils must never be uploaded to AI platforms.

Staff must not attempt to bypass these restrictions by using children's initials, identification numbers or other codes.

General hypothetical examples and genuinely anonymised information may be used where appropriate, provided there is no reasonable way to identify an individual.

17. Confidentiality

Staff must not enter confidential school documents, internal strategic plans, financial information, personnel records, contracts or sensitive

correspondence into third-party AI systems unless the specific tool and purpose have been explicitly approved by the headteacher following appropriate checks.

18. UK GDPR Compliance

The school will ensure that any AI tools approved for professional use have been considered in relation to data protection and security requirements.

The school will consider the provider's privacy arrangements, data processing practices, security measures and terms of use before approving a new platform.

19. Approval of New AI Tools

Staff wishing to use an AI tool that has not already been approved must seek permission from the Headteacher before using it for school purposes.

Where necessary, the school will consult the DPO and complete a Data Protection Impact Assessment (DPIA) before approving the tool.

The school will consider the information required when staff register for AI platforms, including names and email addresses, and whether this creates any additional data protection requirements.

Where an AI tool is being procured or commissioned, the school will consider:

- The purpose and intended use of the tool.
- What information the tool collects and processes.
- Whether the processing is necessary and proportionate.
- The provider's security and privacy arrangements.
- Potential equality and discrimination risks.
- How information is stored, retained and deleted.
- Whether information is used to train or improve AI models.
- The provider's copyright and intellectual property arrangements.
- Whether appropriate contractual and data protection safeguards are in place.

The school will seek appropriate assurances from providers before approving AI tools, including information about training data, the handling of information entered into the system and compliance with relevant UK copyright and intellectual property requirements.

20. Cyber Security

The school will take appropriate measures to maintain the technical security of AI tools used within school.

These measures may include:

- Appropriate access controls and account management.
- Secure passwords and authentication arrangements.
- Keeping software and systems up to date.
- Reviewing the security arrangements of approved AI providers.
- Ensuring that staff understand the risks of sharing information online.
- Monitoring and reviewing the use of approved AI tools where appropriate.

Staff must remain alert to AI-generated scams, phishing attempts, fraudulent communications and deepfake images, audio or videos.

Any suspected or confirmed security incident involving an AI tool must be reported immediately to Mr Mark Ozenbrook, Co-headteacher and Data Protection Officer and the DPO, in accordance with the school's existing data breach and cyber security procedures.

The school will ensure that staff receive appropriate guidance on cyber security risks associated with AI.

21. Authorised AI Tools

The school will maintain a record of AI tools authorised for professional use.

The record will identify the tool, its intended purpose, authorised users and any relevant risk assessments or data protection checks.

The following is the initial proposed authorised tool:

Tool	**Authorised purpose**	**Authorised users**
ChatGPT (subject to school approval)	Lesson planning, resource creation, research, drafting documents, administration, presentations and general professional support	Authorised teachers and staff

Other AI tools must not be used for school purposes without prior approval from the headteacher.

The list of authorised AI tools may be updated as technology develops and the school identifies additional professional requirements.

All staff must follow this policy when using authorised tools. Approval to use a platform does not provide permission to upload personal, identifiable or confidential information.

The school may review AI-generated materials and appropriate monitoring information to support compliance with this policy, copyright requirements and responsible use of AI.

22. Policy Review

This policy will be reviewed annually by the Headteacher and Governing Body, with advice from the DPO where appropriate, or sooner if there are significant changes to technology, legislation or Department for Education guidance.

The school remains committed to using AI responsibly and ensuring that the safety, privacy and wellbeing of children and staff always come first.

Version Control Table

Version	Date	Changes	Approval
1	Nov 2026	New Policy	SO