

# AI Policy



GLEBE HOUSE  
SCHOOL & NURSERY  
HUNSTANTON

***This policy was updated in September 2025.  
Review is due for the beginning of September 2026.  
All changes from previous documents and sections have been highlighted yellow.***

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*This policy initiated*

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*Policy written by*

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*Policy to be updated on a three year basis.*

*(Delete if not applicable) **This policy is currently under review***

## Change Log – for 2025/2026

Sections that have changes from the previous POLICY NAME..

# Guidelines for the Use of AI in Schools

## 1. Purpose of AI in Education

- AI is a tool to support learning, creativity, and problem-solving.
- It should **enhance** understanding, not replace critical thinking or original work.
- The school will provide structured access to AI tools under teacher guidance.

## 2. Access and Regulation

- Students may only use AI tools through **school-approved platforms**.
- Unsupervised use of AI (e.g., through personal accounts or devices) during school hours is not permitted.
- AI access will be filtered and monitored to ensure safe and age-appropriate use.

## 3. Academic Integrity

- Work submitted for assessment must be the student's **own**.
- AI may be used for:
  - brainstorming ideas,
  - checking grammar and clarity,
  - exploring examples or explanations.
- AI must **not** be used for:
  - generating full essays, reports, or exam responses,
  - completing assignments without attribution,
  - bypassing independent thinking.
- If AI is used in the process, students must **acknowledge it** (e.g., "Used AI to check grammar" or "Generated practice quiz questions with AI").

## 4. Teacher Responsibility

- Teachers will guide students on **ethical AI use** and model best practices.
- Teachers will design assessments that reduce over-reliance on AI (e.g., oral presentations, in-class tasks, project-based work).
- Teachers may use AI for planning, differentiation, and support, but professional judgment remains essential.

## 5. Safeguarding and Digital Wellbeing

- AI tools must comply with **data privacy and child protection policies**.
- Students should not share personal information with AI systems.
- Time limits and boundaries will be set to prevent overuse and dependency.

## 6. Skills Development

- Students will be taught how to **critically evaluate AI outputs** (e.g., checking for bias, accuracy, reliability).
- Emphasis will be on using AI as a **supportive tool**, not a shortcut.
- Digital literacy, problem-solving, and independent research remain core expectations.

## 7. Consequences for Misuse

- Using AI dishonestly (e.g., submitting AI-generated work as one's own) is considered a breach of academic integrity.
- Consequences will follow the school's existing **plagiarism and cheating policies**.

## 8. Ongoing Review

- The school will regularly review AI use in line with technological developments, curriculum needs, and safeguarding requirements.
- Feedback from staff, students, and parents will inform updates to these guidelines.

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Would you like me to draft this into a **short student-friendly version** as well (like a poster or one-page code of conduct), so it's easy for kids to follow?

**You said:**

Please write this a policy that recognises the importance and value of AI, but needs to prioritise the safeguarding of children in line with the relevant guidelines from KCSIE 2025, DfE and Childline

**ChatGPT said:**

Here's a polished **AI in Schools Policy** that strikes the right balance between recognising the transformative potential of AI and prioritising child safeguarding—as required under **Keeping Children Safe in Education (KCSIE) 2025**, **DfE AI guidance**, and support mechanisms like **Childline**.

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## AI in Education Policy: Safety, Integrity & Opportunity

### 1. Purpose & Vision

Artificial Intelligence (AI) offers valuable educational benefits: personalised learning, creative support, teacher efficiency, and critical digital skill building. This policy affirms AI as a **supportive educational tool**, always subject to robust human oversight and aligned with safeguarding and academic integrity standards.

### 2. Compliance with Safeguarding Standards

- AI use by students and staff must comply with **KCSIE 2025**, including new mandates on **monitoring, filtering, cyber resilience**, and recognizing **misinformation, disinformation**, or **conspiracy theories** as safeguarding risks [GeldardsEdTech Innovation HubGOV.UK](#).
- Schools must complete the **DfE "Plan technology for your school" self-assessment** and adhere to the **"Generative AI: product safety expectations" guidance**, ensuring approved tools respect age restrictions and safety norms [Geldardsbrownejacobson.com](#).
- Continuous online-safety training for **Designated Safeguarding Leads (DSLs)** and staff remains essential, including awareness of emerging AI risks [supportservicesforeducation.co.ukEdTech Innovation Hub](#).

### 3. Controlled Access & Monitoring

- Students may only access AI via **school-authorised platforms**, equipped with age-appropriate filtering and monitoring tools. Access to unsupervised AI tools during school hours is strictly prohibited.
- AI activity should be effectively logged; suspicious access or misuse must trigger a safeguarding review.

### 4. Academic Integrity & Ethical Practice

- AI can assist with **brainstorming, proofreading, or practice**, but **must not generate entire assignments or exam responses**. Students are required to **acknowledge AI use**

in any work where it contributed.

- Teachers must design **assessment formats (e.g., oral tasks, portfolios, in-class activities)** that minimise undue reliance on AI.
- AI outputs must be critically evaluated—students and staff should cultivate digital literacy, questioning bias, factual accuracy, and reliability.

## 5. Human Oversight & Safe Design

- AI usage must follow a **human-in-the-loop approach**, where staff review AI outputs for safety, curriculum alignment, and appropriateness before use [arXiv](#).
- AI tools adopted should include built-in safeguards, content moderation, and fail-safes to prevent misuse.

## 6. Data Protection & Privacy

- Use of AI must uphold **data protection legislation**. Sensitive or personal data must not be input into generative AI systems unless explicit consent and robust safeguards are in place [GOV.UK](#).
- The school must update its **data privacy policies** to reflect AI processes and ensure transparency with students and parents.

## 7. Safeguarding Support & Reporting

- Where AI-related safeguarding concerns arise, students should be directed to support services like **Childline**, **Shore Space** (by the Lucy Faithfull Foundation), or the school's own support mechanisms [safeguardingschools.co.uk](#) [supportservicesforeducation.co.uk](#).
- Staff should be trained to identify risks unique to AI—such as deepfakes, manipulation, or exposure to harmful content—and respond through established escalation procedures.

## 8. Training & Governance

- Regular **CPD sessions** on AI risks, ethics, and best practice are mandatory for all staff.
- A **working group**, comprising teachers, IT leads, DSLs, and governors, shall oversee AI implementation, review policies annually, and communicate updates to parents and the school community.

## 9. Review & Accountability

- This policy will be reviewed **annually** or sooner if relevant new guidance (e.g., updated RSHE guidance, AI regulations) emerges [Geldardsclassroom.cloud](#).

- Leadership must ensure full compliance and document audits of AI usage, safeguarding incidents, and risk assessments.

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Summary Table

Area	Key Measures
Access	School-approved AI only; filtering & monitoring
Safeguarding	KCSIE compliance; DSL oversight; training
Academic Use	AI for support only; attribution required
Human Oversight	Staff moderation of AI outputs
Privacy	No personal data in AI; comply with data law
Reporting Support	Use Childline, Shore Space for concerns
Governance	Working group, annual policy review