

Bushey Heath Primary School

Artificial Intelligence Policy

A vibrant school inspiring children to realise their potential

1. Purpose and Scope

This policy sets out how Artificial Intelligence (AI), including generative AI, may be used within the school in a way that is safe, ethical, lawful and appropriate for a maintained primary school.

It applies to:

- All staff (including supply staff and volunteers).
- Governors.
- Contractors.
- Pupils (where applicable).
- Any use of AI for school business or learning.

This policy is informed by Hertfordshire guidance and is designed to complement, not replace, national guidance issued by the Department for Education (DfE).

2. Understanding Generative AI

Generative AI refers to systems that can create new content (text, images, audio, video, code) based on patterns learned from large datasets.

Examples of commonly known platforms include:

- ChatGPT.
- Microsoft Copilot.
- Google Gemini.

These tools can:

- Respond to questions.
- Generate written materials.
- Create images or media.
- Assist with planning and administration.

AI is already embedded in everyday technology; however, the ability to generate entirely new content introduces new opportunities and risks for schools that must be carefully managed.

3. Vision and Purpose for AI Use

The school recognises that AI can support efficiency and enhance education, but it is not always the best solution.

AI may be used where it:

- Reduces unnecessary workload.
- Supports high-quality teaching and learning.
- Improves accessibility and inclusion.
- Supports professional judgement rather than replacing it.

Examples include:

- Drafting lesson materials (without personal data).
- Generating ideas for differentiation.
- Supporting adaptive learning platforms.
- Reducing administrative workload.

All AI use must have a clear educational or operational purpose.

4. Safeguarding

Safeguarding is paramount. AI tools can present risks including:

- Inaccurate or biased outputs.
- Inappropriate or harmful content.
- Intellectual property infringement.
- Misuse by adults or pupils.

The school will ensure:

4.1 Compliance with Keeping Children Safe in Education (KCSIE)

All AI use must align with the most up-to-date statutory safeguarding guidance.

4.2 Integration with Safeguarding Procedures

AI use is embedded within existing safeguarding policies and reporting systems.

4.3 Risk Assessment

- All AI tools must be risk-assessed before use.
- Risks of unauthorised use by staff or pupils must be considered.
- Benefits must clearly outweigh risks.

4.4 Age-Appropriate Use

- Most generative AI tools prohibit use by children under 13.
- Age limits stated in terms and conditions must be followed.
- Any pupil use must be explicitly approved, supervised and risk-assessed.

4.5 Filtering and Monitoring

- Internet access is filtered in line with KCSIE.
- Monitoring software is used to track AI and online tool use.
- Concerns are reported promptly to the Designated Safeguarding Lead (DSL).

4.6 Awareness of Emerging Harms

Staff are trained to understand AI-related risks, including:

- “Nudify” apps.
- AI “friends” or chatbots.
- Unsupervised use outside school affecting learning.

Relevant guidance:

- Keeping Children Safe in Education.
- Filtering and monitoring standards:
<https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-and-colleges/filtering-and-monitoring-standards-for-schools-and-colleges>
- Cyber security standards:
<https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-and-colleges/cyber-security-standards-for-schools-and-colleges>

5. Ethical Use of AI

The school is committed to ethical AI use by:

- Maintaining the central role of the teacher and the teacher-pupil relationship.
- Promoting fairness and non-discrimination.
- Being transparent and accountable about how AI is used.

AI must not:

- Replace professional judgement.
- Reinforce bias or inequality.
- Be used covertly.

The school will clearly communicate AI use in its policies and information for parents/carers.

6. Data Privacy and Security

6.1 Use Without Personal Data

The DfE recommends avoiding the use of personal data in generative AI tools wherever possible. Many benefits can be achieved without personal data, such as lesson planning and content creation.

6.2 Handling Personal Data

Where AI tools process data:

- Privacy policies and terms must be scrutinised.
- Particular care must be taken with free/open tools that may store or reuse data.

6.3 UK GDPR Compliance

If personal data is used:

- A lawful basis must be identified.
- Transparency must be ensured.
- Consent must be obtained where required.
- A Data Protection Impact Assessment (DPIA) must be completed where appropriate.

Further guidance:

- <https://www.gov.uk/guidance/data-protection-in-schools/generative-artificial-intelligence-ai-and-data-protection-in-schools>
- <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/artificial-intelligence/guidance-on-ai-and-data-protection/>

7. Intellectual Property (IP)

- Pupil work remains the intellectual property of the pupil and must not be uploaded to AI tools that may use it for training without parental consent.
- Staff work may also be protected by IP rights; consent is required before it is used to train AI models.
- Staff must be aware of secondary infringement risks, where AI outputs may unknowingly reproduce copyrighted material.
- Staff will not upload pupil work to AI platforms that cannot guarantee opt-out from model training.

8. Roles and Responsibilities

- Governing Body: Policy approval and oversight.
- Headteacher: Overall responsibility for AI governance.
- DSL: Safeguarding risks related to AI.
- Data Protection Officer: Data protection and GDPR compliance.
- Staff: Responsible, professional use in line with policy.
- Roles are clearly communicated to staff and the school community.

9. Training and Professional Development

The school will provide:

- Training on safe, ethical and effective AI use.
- Safeguarding training addressing AI-related risks (e.g. deepfakes).
- Ongoing updates as AI evolves.
- Staff responsibilities relating to AI are reinforced regularly.

10. Monitoring and Evaluation

The school will:

- Regularly review the safety, effectiveness and impact of AI tools.
- Gather feedback from staff, pupils and parents/carers.
- Re-check terms, conditions and privacy policies when tools are updated.

11. Choosing AI Tools

School leaders will:

- Carry out due diligence and risk assessment.
- Ensure compliance with KCSIE and UK GDPR.
- Mandate which tools may be used.

Leaders will refer to DfE Generative AI Product Safety Standards:

<https://www.gov.uk/government/publications/generative-ai-product-safety-standards>

12. Inclusivity and Accessibility

The school will ensure AI:

- Supports equal access for all pupils.
- Benefits pupils with SEND.
- Helps adapt learning materials appropriately.

Examples include speech-to-text and text-to-speech tools.

13. Policy Review and Stakeholder Engagement

- This policy is reviewed regularly to reflect new guidance and developments.
- Pupils, parents/carers and the wider community are engaged in discussions about AI use.
- The policy is published on the school website.

14. Ofsted

The school is aware of Ofsted's approach to AI:

- <https://www.gov.uk/government/publications/ofsteds-approach-to-ai/ofsteds-use-of-ai>
- <https://www.gov.uk/government/publications/ofsteds-approach-to-ai/how-ofsted-looks-at-ai-during-inspection-and-regulation>

Date Policy Reviewed/Amended:	February 2026
Chair of Governors:	James Hughes
Headteacher:	Penny Barefoot
Review Date:	February 2027
Reviewed by:	Full Governing Body