The Good Shepherd Catholic Trust

Adopted by The St Teresa Catholic Primary School

Artificial Intelligence (AI) Policy for Schools

Policy	AI Policy
Date Agreed	September 2026
Date of Next Review	September 2027
CAO Signature	

1. Introduction

Artificial Intelligence (AI) is a powerful technology that is already transforming the way we work. Delivering efficiencies, improving effectiveness and empowering decision making. AI also poses significant challenges with ethical, legal and social implications. AI can make mistakes, introduce bias, misinterpret with potentially damaging consequences if left unchecked or used inappropriately. Therefore, we need to establish a clear and robust policy for the use of AI so that we are able to exploit its opportunities while avoiding its pitfalls. This Policy sets out the essential principles and ground rules for the use of AI at the Good Shepherd Catholic Trust Schools/Academies. We must keep our information safe and ensure we stay true to our core educational ethos as the use of AI develops.

2. Basic Rules and Etiquette around the use of AI

The following are some basic rules and etiquette that all staff should adhere to when using AI:

- You own what you publish – no blaming AI. AI is a support tool not your replacement. **You are accountable for the content, quality and accuracy of anything that you produce or share using AI. AI is no excuse for mistakes, errors or misconduct.**
- You need permission to use AI for certain purposes such as transcribing, recording or analysing meetings, personal or sensitive data. Any information captured by AI is still subject to relevant data protection legislation.
- You must use AI in a transparent, fair and ethical manner. You should disclose the use of AI and its limitations, assumptions and uncertainties to relevant audiences. You should ensure that AI does not discriminate, exclude or harm any individual or group based on their characteristics such as age, gender, ethnicity, race disability or religion.

3. Constraints – What AI we permit and why there are restrictions

The following constraints and restrictions apply to the use of AI in school

- AI must be legal and respectful We do not permit the use of AI that contradicts or undermines our core values.
- AI tools and outputs must be safe and work well. The use of AI, as with any information system should be reliable, accurate and secure and meet the quality and performance standards and expectations we set in our polices.
- You own what you publish. AI must be used in a compliant, respectful manner with a clearly defined outcome.

4. How will this impact ways of working in the future – what are the opportunities?

The use of AI in our school will have a significant impact on our ways of working, the requirements of our pupils and our ability to enhance our educational offer.

Whilst this is a policy document to set the ground rules around the use of AI (as opposed to an AI strategy on the way to exploit it to achieve defined outcomes) this policy discusses some of the uses of AI as context.

- AI can help us to drive efficiencies by automating routine processes, reducing costs and increasing productivity
- AI can help us to direct more resources to supporting pupils by freeing up time spent on tasks such as lesson planning
- AI can help us by increasing innovation, creativity and learning of our staff and school by enabling new ways of thinking, problem solving and collaborating
- We encourage our staff to use recommended AI tools and see what efficiencies can be achieved from the classroom to the office, with automating tasks and managing forms
- We will maintain a list of approved AI solutions as part of this policy and this will be made available to you

5. Educating pupils about AI

Here at the Good Shepherd Catholic Trust Schools/Academies we acknowledge that pupils benefit from a knowledge-rich curriculum that allows them to become well-informed users of technology and understand its impact on society. Strong foundational knowledge will ensure that pupils develop the right skills to make the best use of generative AI.

Include details of how pupils are taught in your curriculum about the potential benefits of using AI tools to aid their learning, while also covering subjects such as:

- Creating and using digital content safely and responsibly
- The limitations, reliability and potential bias of generative AI
- How information on the internet is organised and ranked
- Online safety to protect against harmful or misleading content

6. Formal assessments

We will continue to take reasonable steps where applicable to prevent malpractice involving the use of generative AI in assessments. See our exams / assessment policy for more details (Secondary).

We will follow the latest guidance published by the Joint Council for Qualifications (JCQ) on AI use in assessments.

7. Referral to our child protection and safeguarding policy

The school is aware that the use of generative AI may in some circumstances lead to safeguarding concerns including, but not limited to:

- Sexual grooming
- Sexual harassment
- Sexual extortion
- Child sexual abuse/exploitation material
- Harmful content
- Harmful advertisements and promotions
- Bullying

Where there are safeguarding concerns arising from the use of generative AI, a report must be made to the DSL immediately.

8. Legislation

This policy reflects good practice guidelines/recommendations in the following publications:

- AI regulation white paper, published by the Department for Science, Innovation and Technology, and the Office for Artificial Intelligence
- Generative artificial intelligence (AI) and data protection in schools, published by the Department for Education (DfE)

This policy also meets the requirements of the:

- UK General Data Protection Regulation (UK GDPR) – the EU GDPR was incorporated into UK legislation, with some amendments, by The Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2020
- Data Protection Act 2018 (DPA 2018)

9. Process for approval

Staff are welcome to suggest new ways of using AI to improve pupil outcomes and reduce workload. Staff should contact the headteacher to discuss any ideas they may have with regards to using AI, so the headteacher can take the suggestions forward if they deem it to be a satisfactory new method of working.

The headteacher is responsible for signing off on approved uses of AI, or new AI tools, taking into account advice from the DPO and data protection impact assessments.

Individual School/academy Information;

Solution - Examples	Approved purposes	Approved by
Microsoft Copilot	Web searches, letters, reports, administrative tasks	Mr. B. Campling
Gemini (Google)	Web searches, administrative tasks	Mr. B. Campling
Senso	Web monitoring	Mr. B. Campling & Elementary ICT