

**Driffield Church of England  
(VC) Infant School**



***'Learn to let your light shine'***

*Matthew 5: 14-16*

**Artificial Intelligence (AI) Policy  
2025/2026**

January 2026

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## **Statement of intent**

Driffield CE Infant School welcomes all God's children and their families and is a place where children of all faiths and none flourish and are inspired by the Christian character and values of our school and learn to love God, one another and themselves (Mark 12:30-31) in order that they can 'Live life in all its fullness' (John 10:10)

**It is this ethos underpinned by the words from Matthew 5: 14-16 'Learn to let your light shine' that underpins our approach to ensuring the ethical implementation of Artificial Intelligence (AI) within school.**

This policy outlines the principles and guidelines for the responsible and ethical use of Artificial Intelligence (AI) within Driffield CE Infant School. It aims to harness the potential benefits of AI to enhance teaching, learning, and school operations, specifically for workload reduction, while safeguarding the well-being and privacy of our pupils and staff. This policy is underpinned by our Christian values of Friendship, Peace, Respect, Perseverance, Creativity and Honesty.

## 1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Keeping Children Safe in Education (KCSIE) 2025
- UK government guidance on AI ethics and governance

This policy operates in conjunction with the following school policies:

- Data Protection Policy
- Acceptable Use Policy (for IT)
- Safeguarding Policy
- Online Safety Policy
- SEND Policy
- Equality and Diversity Policy

## 2. Scope

This policy applies to all members of the Driffield CE Infant School community, including:

- All staff (teaching and non-teaching)
- Governors
- Parents/Carers
- Volunteers
- Visitors using school-provided technology or data

**Note:** Pupils will not have direct access to any AI tools in school.

## 3. Definitions

For the purpose of this policy:

- **Artificial Intelligence (AI):** Computer systems designed to perform tasks that typically require human intelligence, such as learning, problem-solving, and decision-making.
- **AI Tools:** Software, applications, or platforms that utilise AI technologies (e.g., educational apps, automated assessment tools, chatbots).
- **Data:** Any information processed by AI systems, including pupil data, staff data, and operational data.
- **Personal Data:** Any information relating to an identified or identifiable natural person (pupil, staff member, parent).
- **Algorithm:** A set of rules or instructions that AI systems follow to process data and make decisions.

#### 4. Guiding Principles

The use of AI at Driffield CE Infant School will be guided by the following principles:

- **Pupil Well-being:** Prioritising the safety, well-being, and holistic development of our pupils, aligned with Keeping Children Safe in Education (KCSIE) guidance, particularly regarding online safety and data protection (Part1 and Annexe A)
- **Workload Reduction:** Utilising AI to reduce staff workload and improve efficiency, allowing teachers to focus on direct pupil interaction and personalised learning.
- **Ethical Use:** Ensuring AI is used in a fair, transparent, and responsible manner, aligned with our Christian values.
- **Data Privacy and Security:** Protecting the privacy and security of pupil and staff data in accordance with GDPR and relevant legislation.
- **Transparency and Explainability:** Understanding how AI systems work and ensuring that decisions made by AI are explainable and justifiable.
- **Human Oversight:** Maintaining human oversight of AI systems and ensuring that humans retain ultimate control over decisions affecting pupils and staff.
- **Equity and Inclusion:** Ensuring AI systems are used in a way that promotes equity and inclusion, and does not discriminate against any group of pupils or staff.
- **Professional Development:** Providing staff with the necessary training and support to effectively use AI tools and understand their implications.
- **Curriculum Integration:** Integrating AI literacy and critical thinking about AI into the curriculum.

#### 5. Roles and responsibilities

The governing board is responsible for:

- Overseeing the implementation of this policy.
- Ensuring adequate resources are allocated for AI initiatives.
- Monitoring the effectiveness of the policy.

The Headteacher is responsible for:

- Ensuring the day-to-day implementation of this policy.
- Ensuring that staff are aware of their responsibilities under this policy.
- Addressing any concerns or complaints related to the use of AI.

Subject leaders are responsible for:

- Undertaking the day-to-day implementation of this policy.
- Evaluating and selecting appropriate AI tools for use in their subject areas, focusing on tools that support workload reduction.
- Providing guidance to staff on the effective and ethical use of AI tools.
- Monitoring the impact of AI on pupil learning and attainment.

Teachers are responsible for:

- Using AI tools responsibly and ethically in their teaching practice, focusing on how these tools can reduce workload.
- Providing pupils with opportunities to develop AI literacy and critical thinking skills.
- Monitoring the impact of AI on individual pupils and providing appropriate support.
- Reporting any concerns or issues related to the use of AI to the Headteacher.

IT staff/ contractors are responsible for:

- Ensuring the security and integrity of AI systems and data.
- Providing technical support to staff using AI tools.
- Monitoring the performance of AI systems and identifying any potential issues.

Data Protection Officer (DPO):

- Advising the school on its data protection obligations in relation to AI.
- Monitoring compliance with data protection legislation.
- Investigating any data breaches or security incidents involving AI systems.

Parents/Carers:

- Being informed about the use of AI in their child's education.
- Providing consent for the use of their child's data in AI systems (where required).
- Raising any concerns or questions about the use of AI with the school.

## **6. Implementation Strategies**

### **6.1 AI Tool Selection and Approval**

All AI tools used in the school must be carefully evaluated and approved by the Headteacher. The evaluation process will consider:

- Educational value and alignment with curriculum goals.
- Data privacy and security features.
- Ethical considerations (e.g., bias, fairness).
- Accessibility and inclusivity.
- Workload reduction potential for staff.
- Cost-effectiveness.

Staff may choose to use for AI for the following purposes:

- Curriculum planning and development of resource
- Automating administrative tasks
- Analysing data (only that which does not identify personal data)

Current AI tools that are appropriate include but are not limited to: SLTAI, Teachmate AI, Microsoft Copilot (through school Microsoft accounts), Twinkl, Aila (Oak Academy Trust) and Canva.

### **6.2 Data Management and Privacy**

- All data processed by AI systems must be handled in accordance with GDPR and the school's Data Protection Policy.
- Data minimization principles will be applied, ensuring that only necessary data is collected and processed.
- Pupil data will be anonymized or pseudonymized where possible.
- Data security measures will be implemented to protect against unauthorised access, use, or disclosure.
- Parental consent will be obtained for the use of pupil data in AI systems where required (e.g., for personalised learning platforms).
- Pupils and parents will have the right to access, rectify, and erase their data held in AI systems.

### **6.3 Ethical Considerations**

- AI systems will be designed and used in a way that promotes fairness, equity, and inclusion.
- Steps will be taken to identify and mitigate potential biases in AI algorithms.
- AI systems will not be used to make decisions that could unfairly disadvantage any pupil or group of pupils.
- The school will promote critical thinking about AI among pupils, encouraging them to question the assumptions and biases embedded in AI systems.

### **6.4 Curriculum Integration**

- AI literacy will be integrated into the curriculum across different subject areas.
- Pupils will learn about the benefits and risks of AI, its impact on society, and the ethical considerations surrounding its use.
- Opportunities will be provided for pupils to develop skills in AI, such as coding, data analysis, and machine learning.
- The curriculum will be designed to foster creativity, problem-solving, and critical thinking skills that complement AI technologies.

### **6.5. Staff Training and Development**

- All staff will receive training on the responsible and ethical use of AI in education, with a focus on workload reduction strategies.
- Training will cover:
  - The basics of AI and its applications in education.
  - Data privacy and security considerations.
  - Ethical issues related to AI.
  - Effective use of approved AI tools.
  - Strategies for integrating AI into the curriculum.

- Workload reduction techniques using AI.
- Ongoing professional development opportunities will be provided to keep staff up-to-date with the latest developments in AI.

#### **6.6 Monitoring and Evaluation**

- The implementation of this policy will be regularly monitored and evaluated.
- Data will be collected on the impact of AI on pupil learning, staff workload, and school operations.
- Feedback will be sought from pupils, staff, and parents on their experiences with AI.
- The policy will be reviewed and updated annually, or more frequently if necessary, to reflect changes in technology, legislation, or best practice.

### **7. Procedures**

#### **7.1. Reporting Concerns**

Any concerns or issues related to the use of AI should be reported to the Headteacher.

#### **7.2. Data Breach Response**

In the event of a data breach involving AI systems, the school's DPO will be notified and the Data Breach Response Plan will be followed.

### **8. Communication**

This policy will be communicated to all members of the school community through:

School website  
Staff meetings  
Governors meetings  
Parent newsletters

### **9. Monitoring and review**

The Headteacher and governing body are responsible for reviewing this policy at least **annually**.

Any changes to this policy will be communicated to all relevant stakeholders.

The next scheduled review date is **January 2027**

