

# Artificial Intelligence (AI) Policy

Sheen Mount Primary School



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## Executive summary

This policy outlines Sheen Mount Primary School's approach to the safe, ethical and effective use of Artificial Intelligence to support teaching, learning, and administrative tasks. It ensures that AI technologies are implemented in a way that promotes safeguarding, supports inclusion, protects data and intellectual property, and enhances professional practice.

Underpinning this are guiding principles that inform the use of AI within the school:

- AI use must always prioritise pupil safety and wellbeing.
- AI use must always take into account data protection considerations.
- AI use must always take into account intellectual property considerations.
- AI use should only be used to support, not replace, human judgment.
- AI use should promote fairness, transparency, and inclusivity.
- AI use should align with school values and the Teachers' Standards.
- AI use should contribute to improved teaching and learning outcomes.

## Aims and scope

At Sheen Mount Primary School we recognise the significant potential of AI to enhance teaching, learning, and administration, thereby enriching the overall educational experience of our pupils. We are also aware of the risks posed by AI, including data protection breaches, copyright issues, ethical complications, safeguarding and compliance with wider legal obligations. Accordingly, we acknowledge the importance of carefully considering both how and why we use AI in our school setting.

This policy aims to provide clear guidance for all stakeholders on the ethical, secure, and responsible use of AI technologies within our school. It applies to all school staff, governors, and pupils, as well as to contractors and visitors who use AI tools or systems in the context of our school environment.

More specifically It aims to:

- ensure that AI technologies are used ethically and responsibly by staff, governors and pupils;
- protect the privacy and personal data of staff, governors and pupils in compliance with the UK GDPR;
- support the use of AI to enhance teaching and learning;
- promote inclusion in education by using AI to address learning gaps and provide personalised support;
- support staff to use AI solutions that improve efficiency and reduce workload;
- promote transparency and accountability of the use of AI at Sheen Mount.
- prepare staff, governors and pupils for a future in which AI technology will be an integral part;

The rapid pace at which AI technologies and related research are evolving, along with the growing evidence of their benefits in education, necessitates that this policy be reviewed regularly, at least annually, to ensure it remains current and fit for purpose.

## Definitions

Artificial Intelligence (AI): Technologies that simulate human intelligence to perform tasks such as understanding language, recognising patterns, and making predictions.

Generative AI: AI that can create new content such as text, images, or code based on training data.

Large Language Models (LLMs): Advanced AI models (e.g. ChatGPT) trained on vast text data to generate human-like language responses.

Machine Learning (ML): A subset of AI that enables systems to learn and improve automatically through experience.

Open generative AI tools are accessible and modifiable by anyone. They may store, share or learn from the information entered into them, including personal or sensitive information.

Closed generative AI tools are generally more secure, as external parties cannot access the data you input.

## **Roles and responsibilities**

Whatever documents, letters or resources are produced using AI, the quality and content of the final output remains the professional responsibility of the person who produced it.

## **Governing board**

The governing board will:

- take overall responsibility for monitoring this policy and holding the headteacher to account for its implementation, in line with the school's overarching AI strategy;
- ensure the headteacher is appropriately supported to make informed decisions regarding the effective and ethical use of AI in the school;
- review this AI policy as appropriate, and at least annually;
- adhere to the guidelines below to protect data when using generative AI tools:
  - seek advice from the data protection officer / IT, as appropriate;
  - ensure that no identifiable information is uploaded into generative AI tools. Explicit permission must be sought for educational platforms that employ "closed" machine learning such as IDL and TTRS;
  - acknowledge or reference the use of generative AI in their work;
  - fact-check results to make sure the information is accurate.

## **Headteacher**

The headteacher will:

- take responsibility for the day-to-day leadership and management of AI use in the school;
- liaise with the data protection officer (DPO) to ensure that the use of AI is in accordance with data protection legislation;
- ensure that the guidance set out in this policy is followed by all staff;
- update and review this AI policy as appropriate, and at least annually;
- ensure staff are appropriately trained in the effective use and potential risks of AI;
- make sure pupils are taught about the effective use and potential risks of AI;
- monitor the curriculum and its delivery to ensure that teaching content related to AI is fit for purpose and commensurate with good outcomes for pupils;
- monitor the use of AI within the school and its impact on teaching, learning and workload.

## **Data protection officer (DPO)**

The data protection officer (DPO) is responsible for monitoring and advising on our compliance with data protection law, including in relation to the use of AI.

Our DPO is David Coy and is contactable via the school Sheen Mount Primary School, West Temple Sheen, London SW14 7RT, 0208 876 8394, [dpo@sheenmount.richmond.sch.uk](mailto:dpo@sheenmount.richmond.sch.uk).

## **Safeguarding lead (DSL)**

The safeguarding lead is responsible for monitoring and advising on our compliance with safeguarding requirements including in relation to the use of AI, such as:

- being aware of new and emerging safeguarding threats posed by AI;
- updating and delivering staff training on AI safeguarding threats;
- monitor curriculum content relating to safeguarding and AI within the PSHE and computing curriculums.
- responding to safeguarding incidents in line with Keeping Children Safe in Education (KCSIE).

Our DSL is Maria O'Brien and is contactable via the school Sheen Mount Primary School, West Temple Sheen, London SW14 7RT, 0208 876 8394.

## **All staff, contractors and visitors**

As part of our aim to reduce staff (including contractors and visitors) workload while improving outcomes for our pupils, we encourage staff to explore opportunities to meet these objectives through the use of AI tools. Any use of AI must follow the guidelines set out in this policy. Before using AI, staff should always consider whether AI is the right and appropriate tool to use.

## **Safeguarding**

To ensure the wellbeing and safety of pupils staff must:

- Report any concerns to the DSL, following the school's normal safeguarding procedures.

## **Data protection**

To protect data when using generative AI tools, staff must:

- ensure that no identifiable information is uploaded into generative AI tools (explicit permission must be sought for closed educational platforms that employ machine learning such as IDL and TTRS);
- seek advice from the data protection officer / IT, as appropriate;
- acknowledge or reference the use of generative AI in their work.

If personal and/or sensitive data is entered into an unauthorised generative AI tool, Sheen Mount will treat this as a data breach and will follow the personal data breach procedure outlined in our data protection policy.

## **Intellectual property**

To protect intellectual property when using AI tools, staff must:

- ensure that permission is sought from the author, creator or copyright owner of any material before uploading it into an AI tool. Where this author or creator is a child, permission must be sought from their parent or legal guardian;

## **Ethical and responsible use**

To promote fairness, transparency, and inclusivity and ensure that AI use aligns with school values and the Teachers' Standards, staff should:

- Ensure any material created using AI is clearly attributed to AI;
- fact-check all AI output to make sure the information contained is accurate, age appropriate and free from bias.

Staff must not:

- generate content to impersonate, bully or harass another person;
- generate explicit or offensive content;
- input offensive, discriminatory or inappropriate content as a prompt.

## **Teaching and learning**

Staff also have a role to play in delivering the agreed curriculum to help ensure that pupils are equipped to understand the potential benefits and risks of using AI.

## **Pupils**

The use of AI by pupils in our school must be under the supervision of an adult and where necessary, with the consent from their legal guardian. Use of AI by pupils outside of the school, at home or in other establishments, is beyond the scope of this document.

## **Educating pupils about AI**

Here at Sheen Mount Primary School 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. This includes but is not limited to:

- Understanding that responsible use of AI tools can be beneficial (E.g., Creative design in Canva in Y3, Ocean Clean-up with Machine Learning in Code.org in Y4);
- Creating and using digital content safely and responsibly (taught through PSHE and computing curriculum across year groups, more specifically relating to AI in Y5);
- 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.

## **AI tools**

All staff are expected to follow the letter of this policy with regards safeguarding, data protection and IP, ethical and responsible use. As such, generative AI tools suited to personal preference and task are permitted. This will be kept under constant review and an audit (staff survey) of tools in use at the school will be conducted at least annually.

## **Staff training**

AI training updates relating to Safeguarding, GDPR and IP will be provided at least annually, or more frequently, if appropriate.

Biannual surveys will be used to identify training needs based on staff feedback. This will include but is not limited to:

- AI usage and impact

- Specific training needs
- Unresolved Issues

The headteacher will nominate individuals/groups of individuals within the school to promote and champion AI use and will encourage participation in AI locality meetings and development opportunities that support the SDP.

## **Breach of this policy**

### **By staff**

Breach of this policy by staff will be dealt with in line with our staff code of conduct.

Where disciplinary action is appropriate, it may be taken whether the breach occurs:

- During or outside of working hours
- On an individual's own device or a school device
- At home, at school or from a remote working location

Staff members will be required to co-operate with any investigation into a suspected breach of this policy. This may involve providing us with access to:

- The generative AI application in question (whether or not it is one authorised by the school)
- Any relevant passwords or login details

You must report any breach of this policy, either by you or by another member of staff, to the headteacher immediately.

### **By governors**

Governors found in breach of this policy will be subject to the actions outlined in section 10 of the Governors Code of Conduct.

### **By pupils**

Any breach of this policy by a pupil will be dealt with in line with the school behaviour policy.

### **Raising concerns**

We encourage all stakeholders to speak to the headteacher in the first instance if they have any concerns about a proposed use of AI, or the use of AI that may have resulted in errors that lead to adverse consequences or unfair treatment.

### **Legislation and guidance**

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

- [Generative artificial intelligence \(AI\) in education policy paper](#), published by the Department for Education.
- [Generative artificial intelligence \(AI\) and data protection in schools](#), published by the Department for Education (DfE)
- [Teaching online safety in schools](#), published by the Department for Education

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 \(DPA 2018\)](#)

### **Monitoring and transparency**

This policy will also be regularly reviewed and updated regularly to align with emerging best practices, technological advancements and changes in regulations. Feedback will be gathered from staff, pupils, and governors to assess effectiveness and inform future updates.

The policy will be shared with the full governing board at least annually.

All teaching staff are expected to read and follow this policy.

The AI policy will be published on the school website and a summary provided to parents and carers, ensuring transparency and a shared understanding of AI's role in supporting learning.

### **Links with other policies**

This AI policy is linked to our:

- Data protection policy
- Assessment policy
- Behaviour policy
- Staff code of conduct
- Marking and feedback policy
- ICT acceptable use policy
- Online safety policy
- Equality policy