



Date Adopted: March 2026

Date to be reviewed: March 2027

Quadring Cowley and Brown's Primary School

Artificial Intelligence Policy

At Quadring Cowley & Brown's Primary School we strive 'to nurture and inspire all children to be well-rounded, confident and resilient individuals who love learning and are ready for life beyond school.'

Article 3- The best interests of the child must be top priority in all actions regarding children.

Article 36: children must be protected from things that could harm them.

Definition of Artificial Intelligence: AI refers to digital tools or systems that generate content, simulate conversation, provide predictions, or automate tasks. Examples include ChatGPT, generative AI apps, AI marking tools, and AI-integrated educational platforms.

Statement of Intent

This policy explains how Artificial Intelligence (AI), will be and can be used safely and responsibly, In Quadring Cowley & Browns Primary School by both staff and pupils. It sets out expectations and procedures for the safe, responsible, and ethical use of Artificial Intelligence (AI) in the school. The purpose is to enhance learning while ensuring safeguarding, data protection, and professional integrity.

The policy operates within the framework of

- Keeping Children Safe in Education (KCSIE), which requires schools to ensure children are taught about safeguarding, including online safety
- The UK GDPR and Data Protection Act 2018
- The Equality Act 2010
- The school Online Safety Policy and Acceptable Use Policies
- Generative Artificial Intelligence (AI) In Education Policy Paper. August 25 (Gov.uk)

Aims of the Policy

This policy aims to establish a framework for the safe, ethical, and effective use of artificial intelligence technologies, maximizing educational benefits while mitigating risks. These policies aim to balance innovation with responsibility, ensuring that AI enhances teaching and learning while protecting data privacy and academic integrity.

Specific areas to consider are:

- Ensure AI technologies are used safely and responsibly.
- Protect pupils and staff from inappropriate or harmful use.
- Maintain GDPR and safeguarding compliance.
- Support staff in using AI to enhance teaching and administration.
- Establish boundaries for pupil use of AI.

Roles and Responsibilities

Safety around the use of AI is **everybody's** responsibility.

Our school ICT Lead will oversee and ensure that our ICT curriculum teaches our pupils about the safety of AI as well as encourage the use of it, when specified within the curriculum. Our PSHE Lead will also monitor this in regard to asking questions about safety.

All uses of AI, must be reviewed and verified before any use within school.

Use of AI by Staff and Governors

Quadring Primary School recognises the benefits of staff being able to use AI, however it is important that all staff members are made aware and recognise the correct and incorrect use of

QCB School AI Policy

such tools. The following are examples of the correct use of AI by staff members which we would permit:

- Generating lesson ideas and classroom resources.
- Drafting letters, reports, or curriculum materials.
- Supporting administrative and planning tasks.
- Staff may use AI to generate a template for parent letters but must review it and personalize it.
- Staff remain responsible for the content of all materials produced by them, whether or not AI has been involved in their creation.
- Staff and governors are permitted to use AI transcription features to aid with writing minutes for meetings.

The following are examples of incorrect use of AI by staff which would be prohibited:

- Entering personal or sensitive data about pupils or staff.
- Using AI to make assessments or behavioural decisions.
- Relying on AI as a replacement for professional judgement.
- Staff must review and verify all AI-generated content before use.

It is important that as a staff we are critical of the AI output (the results that AI may provide), ensuring that they are accurate, suitable and non-biased in any way. Staff members will be expected to proof read and adapt all AI output to ensure it is fit for purpose and suitable for our school context.

Use of AI by Pupils

Quadrang Primary School pupils are permitted to use AI as directed by members of staff, however this needs to be supervised at all times, to make sure that it is age-appropriate and that classroom uses have been approved. Pupils will be allowed to use AI in order to research information and gain ideas, however it should not be used to write actual content.

If for any reason a pupil finds unsuitable or distressing content from using AI, they must report this to an adult immediately and not share/promote this with any peers.

Pupils will not:

- Enter any personal information.
- Use AI unsupervised.
- Use AI to complete homework or assessed work independently.
- Share inappropriate content with peers

In school we have digital leaders who will be visible and help to promote the ideology of safer use to their peers. This group of pupils will also allow our staff to gain pupil voice in respect of our ICT curriculum and in particular the use of AI.

AI may be used by our pupils to support creativity, digital literacy, and critical thinking.

They should be taught:

- How AI works at an age-appropriate level

QCB School AI Policy

- How to identify AI generated content, evaluate the difference between AI and human intelligence
- Risks of misinformation, limitation and bias.
- Safe and responsible digital behaviour.
- How data might be used by AI systems

Parents/carers are responsible for:

Parents should work collaboratively with our school to ensure a safe digital environment.

Parents will be informed and kept up to date with changes and aspects of AI, specifically the safer use of AI - encouraging them to speak with their children and ensure their safety whilst away from school, in terms of use of social media, platforms, computer games and the wider internet.

Parents and family members should not be encouraging our pupils to use AI to complete homework tasks or write content for their pupils instead of them completing work themselves, likewise it should be seen as a tool for learning and not a replacement for original thought.

If a parent witnesses or knows of any harmful content or AI generated responses that could pose a threat to our pupils, they must alert the school and pro-actively monitor this within their own home.

Safeguarding and Data Protection

In order to comply with safeguarding and data protection legislation:

- AI systems used within our school, must follow GDPR stipulations and all government data protection legislations.
- No safeguarding or sensitive information may be entered into AI systems.
- Any forms of AI to be used by our school, should be approved by SLT/GDPR champion before use.
- Any inappropriate AI output must be reported to the Designated Safeguarding Lead or Deputy Designated Safeguarding Lead (DSL or DDSL) immediately. They should follow our safeguarding policy in regards to this, to ensure that confidentiality is adhered to.
- No real names should be entered into AI systems.

Staff Training

Staff will be kept up to date and regularly signposted to updates and resources around AI use. Training will be provided on the safe and ethical use of AI.

Staff must ensure they follow school and LCC policy guidance at all times that relates to the use of AI.

Monitoring and Review

Our school SLT and GDPR champion alongside our ICT Lead will monitor the use of AI and tool suitability within our school.

QCB School AI Policy

This policy will be reviewed annually or in response to any legislative or curriculum changes.

Any misuse of AI within our school setting, will follow the necessary disciplinary or behaviour procedures. Ensuring reports and thorough documentation is maintained throughout.

Incidents will be investigated by the Senior Leadership Team/GDPR Champion, and reported to the Information Commissioner's Office (ICO) or authorities if necessary.