Barrowby Church of England Primary School

Artificial Intelligence (AI) Policy

1. Introduction

1.1 At Barrowby CE Primary School, we recognise that Artificial Intelligence (AI) technologies are becoming an increasingly important part of education and everyday life. AI can support teaching and learning by helping to create engaging learning experiences, improve accessibility, and assist staff with administrative tasks. As these technologies continue to develop, it is important that children learn how to use them safely, responsibly, and appropriately.

As a primary school, we believe that AI should complement, rather than replace, the relationships, creativity, critical thinking, and professional judgement that are central to effective teaching and learning. This policy sets out how AI may be used within our school community and the expectations placed upon staff, pupils, and leaders.

2. Use of AI by Pupils

2.1 Pupils may be introduced to age-appropriate AI technologies where these support learning and have been approved by the school. Any use of AI by pupils will be carefully supervised by staff and aligned with the school's curriculum, online safety education, and safeguarding procedures.

2.2 The purpose of introducing AI to pupils is to help them understand emerging technologies, develop critical thinking skills, and learn how to use digital tools responsibly. AI may be used to support activities such as generating ideas, exploring topics, answering questions, developing vocabulary, or assisting with creative projects.

2.3 Pupils will be taught that AI is a tool and not an expert. They will be encouraged to question information, think critically about responses, and seek guidance from adults when unsure.

2.4 The school expects all pupils to produce work that reflects their own understanding and effort. AI should support learning rather than complete learning tasks for them.

3. Use of AI by Staff

3.1 Staff may use approved AI tools to support planning, resource creation, communication, accessibility, and administrative efficiency. The school recognises the potential of AI to reduce workload and enable staff to focus more time on teaching and supporting pupils.

3.2 All materials generated or assisted by AI must be checked carefully before use. Staff remain professionally responsible for the quality, accuracy, suitability, and inclusivity of any content shared with pupils, parents, carers, or colleagues.

3.3 Professional judgement must always take precedence over AI-generated suggestions. Decisions relating to teaching, assessment, safeguarding, behaviour, wellbeing, attendance, or individual pupil needs must be made by appropriately qualified staff and not by AI systems.

4. Safeguarding

4.1 Safeguarding is the school's highest priority and underpins all use of AI technologies.

4.2 Before any AI tool is introduced, the school will consider its suitability for use with children, its safeguarding features, content moderation arrangements, and age restrictions. Where appropriate, parental awareness will be promoted to support safe technology use both in school and at home.

4.3 Staff will monitor the use of AI and will respond promptly to any concerns regarding inappropriate content, misinformation, online safety, or pupil wellbeing. Any safeguarding concerns arising from the use of AI will be managed in accordance with the school's Child Protection and Safeguarding Policy.

4.4 The school will also help pupils understand that not everything produced by AI is accurate, trustworthy, or suitable, and will encourage safe and responsible online behaviour at all times.

5. Data Protection and Privacy

5.1 The school is committed to protecting the personal information of pupils, staff, and families.

5.2 No personal, confidential, safeguarding, medical, behavioural, or sensitive information relating to pupils or staff should be entered into public AI systems unless the platform has been formally approved by the school and appropriate data protection arrangements are in place.

5.3 All use of AI must comply with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the school's data protection procedures.

5.4 The school will seek to ensure that any AI technologies used within school are assessed appropriately for privacy, security, and suitability.

6. Intellectual Property and Copyright

6.1 The school recognises that the use of Artificial Intelligence (AI) technologies raises important questions regarding intellectual property, copyright, ownership, attribution, and the responsible use of creative works.

6.2 Staff and pupils must ensure that all content created, adapted, or generated using AI technologies is used lawfully, ethically, and in accordance with relevant copyright legislation, licensing agreements, and the school's expectations regarding responsible digital citizenship.

6.3 Before any AI-generated text, image, audio, video, or other content is published, shared externally, displayed publicly, or incorporated into school publications, staff must satisfy themselves that the terms and conditions of the AI platform permit such use. Particular care should be taken when content is intended for the school's website, social media channels, newsletters, marketing materials, teaching resources, or any other publicly accessible publication.

6.4 Staff remain responsible for ensuring that AI-generated content does not infringe the intellectual property rights, copyright, trademarks, or other legal rights of third parties. Where appropriate, sources should be acknowledged and records of content generation retained.

6.5 Where AI-generated content is used within teaching materials, communications, published resources, or promotional content, staff must exercise professional judgement to ensure that the content is accurate, age-appropriate, inclusive, reflects the school's values, and complies with any applicable licensing requirements.

6.6 Pupils will be taught the importance of respecting the work, ideas, and creations of others. Through the curriculum, they will develop an age-appropriate understanding of copyright, ownership, attribution, plagiarism, and the ethical use of digital technologies, including AI.

6.7 The school reserves the right to prohibit the use of AI tools whose licensing arrangements, intellectual property provisions, or terms of use are unclear, unsuitable for educational purposes, or inconsistent with the school's legal, safeguarding, or ethical responsibilities.

7. Teaching and Learning

7.1 The school believes that the most effective learning takes place through high-quality teaching, meaningful relationships, practical experiences, discussion, creativity, and independent thinking.

7.2 AI can enhance teaching and learning when used thoughtfully and appropriately. It should, however, never replace direct teaching, teacher feedback, or opportunities for pupils to develop their own ideas and understanding.

7.3 Through the curriculum, pupils will develop an age-appropriate understanding of AI and related technologies. They will learn how technology is used in the wider world, explore both its benefits and risks, and develop the digital literacy skills required to become safe and responsible citizens.

8. Parental Engagement and Communication

8.1 The school recognises the important role parents and carers play in supporting children's understanding and use of emerging technologies.

8.2 Where appropriate, the school will provide information and guidance to parents and carers regarding the use of AI within school and its role in teaching and learning.

8.3 The school will seek to promote awareness of both the opportunities and risks associated with AI technologies and encourage families to discuss safe and responsible use at home.

8.4 Parents and carers are encouraged to contact the school if they have questions or concerns regarding the use of AI technologies in their child's education.

8.5 The school will work in partnership with parents and carers to ensure that children develop the knowledge, skills, and understanding needed to use AI safely, responsibly, and effectively.

9. Leadership and Governance

9.1 The Headteacher and Senior Leadership Team are responsible for ensuring that AI is implemented safely and effectively within the school. Leaders will monitor developments in AI, assess risks and opportunities, and ensure that staff receive appropriate guidance and support.

9.2 Governors will maintain oversight of the school's approach to AI and will ensure that its use remains consistent with the school's values, safeguarding responsibilities, and strategic priorities.

10. Training and Professional Development

10.1 The school recognises that AI is a rapidly evolving area and is committed to supporting staff in developing their knowledge and confidence.

10.2 Staff will be provided with appropriate training and guidance to help them understand the opportunities and limitations of AI, use tools responsibly, protect personal data, and maintain professional standards.

10.3 The school will also provide age-appropriate learning opportunities for pupils so they can understand how AI works and how it can be used safely and responsibly.

11. Related Policies

11.1 This policy should be read in conjunction with the following school policies and guidance:

- Assessment Policy
- Behaviour Policy
- Child Protection and Safeguarding Policy
- Computing Policy
- Data Protection Policy
- Equality and Accessibility Policies
- Learning Policy
- Online Safety (E-Safety) Policy
- Remote Learning Policy (where applicable)
- Staff Code of Conduct
- Teaching Policy

The implementation of this policy will always be consistent with the principles and requirements outlined in the above documents.

12. AI Policy Review and Monitoring

This policy is reviewed by the Head teacher, staff and Governors in accordance with Barrowby School's Policy and Review Cycle for approval by the Full Governing Body, every 3 years.

Last reviewed: September 2026
Next review: September 2027