



## Whiteley Primary School AI Policy

### 1. Purpose

This policy sets out how Whiteley Primary School will use Artificial Intelligence (AI) tools and technologies to enhance teaching and learning, support school administration, and reduce staff workload, while ensuring compliance with safeguarding, data protection, and ethical standards.

AI will be used as a supportive tool — **not a replacement** for professional judgement, creativity, or pastoral care.

### 2. Scope

This policy applies to:

- All staff, governors, and volunteers.
- Contractors or third parties providing AI-based services.

It covers all AI tools used within school operations, teaching and learning, or communication — including generative AI (e.g., ChatGPT, Copilot), adaptive learning systems, marking and assessment tools, and administrative automation.

Pupils will not use generative AI systems directly. However, in Key Stage 2, learners will be taught about how such systems work, including potential risks and benefits. Teachers will share with children when they have made use of AI tools, and discuss the importance of checking for accuracy and using AI responsibly.

### 3. Aims of AI Use

At Whiteley Primary School, AI may be used to:

- **Enhance teaching and learning** through personalised feedback, adaptive content, and creative exploration.
- **Reduce staff workload** (e.g., through lesson planning support, administrative automation, or assessment tools).
- **Support inclusion** by providing accessibility features such as speech-to-text, language translation, or differentiated learning materials.
- **Develop digital literacy** and critical thinking by teaching pupils to understand, question, and use AI responsibly.

### 4. Guiding Principles

All AI use in Whiteley Primary School must adhere to these principles:

- **Transparency:** Staff and pupils should know when AI is being used and how it works at a basic level.
- **Human oversight:** AI will support, not replace, professional decision-making. Staff must take responsibility for any content generated by AI: while AI may do 80% of the drafting, the staff member must ensure they check the accuracy, reliability and fairness of the final content they are responsible for.

- **Fairness and inclusion:** AI tools will be evaluated to avoid bias or discrimination.
- **Privacy and data protection:** All AI use must comply with **UK GDPR** and the school's **Data Protection Policy**.
- **Safety and safeguarding:** AI use must never compromise pupil wellbeing, safety, or digital security.
- **Accountability:** The Headteacher and Governing Body are responsible for oversight and compliance.

The appendices of this policy set out the current approved uses of AI systems at Whiteley Primary School as well as providing examples of the generative AI systems which have been approved for use within the school. **Staff must check and gain permission from the Headteacher before using AI systems for any other tasks/purposes.** The lists in appendix A and B will be added to over time through discussion between the staff and headteacher, in liaison with the computing team and IT technician.

## 5. Safeguarding and Child Protection

- AI tools must **never be used to generate, share, or analyse content** that could expose pupils to inappropriate, harmful, or biased material.
- AI interactions should take place in **monitored environments** (e.g., supervised class sessions or approved platforms).
- **No personal pupil data** (names, images, addresses, assessment data) should be entered into external AI systems without consent and data protection checks.
- Staff must immediately report any **harmful or concerning AI outputs** (e.g., offensive, unsafe, or misleading content) to the **Designated Safeguarding Lead (DSL)**.

## 6. Data Protection and Security

- All AI tools must undergo a **Data Protection Impact Assessment (DPIA)** before use.
- Only **approved AI platforms** that meet UK GDPR and school security standards may be used.
- AI systems must not store or process sensitive or identifying pupil data unless explicitly approved.
- Staff must follow school **password, network, and privacy protocols** when accessing AI tools.

## 7. Roles and Responsibilities

### All staff are responsible for

- reading and understanding this policy before using any AI technology.
- using AI tools responsibly, ethically, and in line with this policy.
- verifying AI-generated content before use with pupils or in communications.
- NOT sharing sensitive data with unapproved AI tools.

### All leaders are responsible for

- ensuring their staff team read and understand this policy before using AI technology
- promoting the contents of this policy, including reporting any suspected breaches of it to the Headteacher.

There are a number of staff in the school who are key contributors to AI policy and development:

- The **Computing Team** act as a lead for our school regarding the use of AI technology. They monitor compliance with this policy and work with other staff to communicate, promote and regulate AI use, providing or arranging for training to be given where necessary and encourage the sharing of good practice. They may make recommendations or advise the headteacher regarding the approval of new AI tools or uses for AI, to be included within the policy.

- Our **Data Protection Officer** is responsible for advising us about our data protection obligations in relation to AI use.
- Our **IT Technician** provides technical support and guidance on the operation of AI within our own school systems. They also assist in carrying out DPIAs for AI systems.
- The **Headteacher** retains oversight of AI use, and may approve new AI tools for use following appropriate risk assessment. They will ensure that appropriate training is provided to enable staff to comply with the policy.

## 9. Training and Awareness

- Staff will receive ongoing training on safe and effective AI use.
- Pupils will be taught **AI literacy** as part of the computing curriculum.
- Guidance will be reviewed regularly as AI technologies evolve.

## 10. Monitoring, Evaluation, and Review

- The school will monitor the impact of AI on teaching quality, learning outcomes, and staff workload.
- The Governing Body and leadership team will review AI use at least annually.
- The Governing Body authorises for the appendices of this policy to be updated more regularly (as required) through the processes stated in this policy.
- This policy will be updated as needed in line with new **DfE guidance, UK AI regulation, or technological developments.**

## 11. Related Policies

This policy should be read alongside:

- Data Protection Policy
- Safeguarding and Child Protection Policies
- Acceptable Use of ICT Policy

**This policy was approved by the governing body on 11<sup>th</sup> November 2025.**

**Next review:** no later than **Autumn 2026** – the appendices will be updated and shared with staff on more regular intervals if there are agreed changes to the approved uses/tools for AI.

**Specific Approved Uses for AI at Whiteley Primary School**

**Staff at WPS may only use AI systems for the following tasks / purposes:**

**Enhancing Teaching and Learning (including support for inclusion):**

- To simplify texts to support lower attainers or children with SEND
- To use learners' sentences / writing to create images for them to evaluate their writing
- To create specific WAGOLLS ('what a good one looks like')
- To create images or songs for lessons and performances, as this avoids copyright issues
- To generate a set of specific questions or word problems

**Supporting Workload:**

- To support lesson planning / unit planning
- To generate a set of assessment questions or retrieval tasks
- To generate assembly stories
- To create home learning activities / questions
- To assist in generating end of year report statements
- To draft emails, statements, reports, letters and policies
- To summarise documents
- To assist in the analysis of anonymised performance data in order to identify patterns or priorities
- To create summaries and summary questions from texts
- To assist in generating objectives and success criteria for action plans, subject reports, appraisals/performance management.
- To assist in drafting or breaking down targets into 'small steps' e.g. for Individual Education Plans
- To support recruitment (e.g. drafting job adverts, job descriptions and interview questions/tasks).
- To create publicity materials (e.g. Facebook posts, event posters etc).
- To model and explore potential 'scripts' to use in particular situations (for example, responding using the PACE approach when working with children or to support teacher development).

**Staff must check and gain permission from the Headteacher before using AI systems for any other tasks/purposes.**

The lists above will be added to over time through discussion between the staff and headteacher, in liaison with the computing team and IT technician.

### Approved Generative AI Tools for use at Whiteley Primary School

Staff at Whiteley Primary School are encouraged to use **Microsoft Copilot** or **Google's Gemini** as there is an increased level of privacy and security when using these tools when signed in within the school's Microsoft 365 or Google infrastructure. Therefore, staff must link this use to their school's Microsoft 365 / Google account.

Staff may also make use of the AI tools embedded within the school's **Arbor**, **Parentmail** and **INSIGHT** systems. These tools make use of the data held within the system; the information is held securely within these systems and only processed and shared in accordance with data protection laws (for example, to generate an end of year report to share with the parent; to generate an attendance letter to share with the parent).

Staff must not use any identifiable information / data about people from within the Whiteley Primary School community when making use of other Generative AI systems. For example, staff should not use school details or personal information within **ChatGPT** if those details can identify a particular individual; they can, however, use ChatGPT if a person cannot be identified through the data used.

There may be other Generative AI that may be better suited for other tasks (see list below), but in doing so, staff must also not use any identifiable information / data about people from within the school community. Staff must check and gain permission from a member of the Senior Leadership Team before using any other Generative AI tools not referenced in this policy, and if they require a login / account, staff should use their school's Microsoft 365 account / email or Google 'whiteleyapps' account / email.

#### Current Approved AI Tools for Use

Tool	Example of approved uses	Non-approved use
MS Copilot	<ul style="list-style-type: none"> <li>• Assist in drafting and responding to correspondence.</li> <li>• Assist in generating report statements.</li> <li>• To summarise documents.</li> <li>• To generate a picture resource from a specific prompt.</li> </ul>	
Gemini (Google)		
Tools within Arbor, Parentmail and INSIGHT	<ul style="list-style-type: none"> <li>• Draft messages or letters</li> <li>• Draft attendance letters</li> <li>• Retrieve and summarise demographic information</li> </ul>	
Chat GPT	<ul style="list-style-type: none"> <li>• Assist in generating job descriptions</li> <li>• To draft generic letters or reports</li> <li>• To devise an assembly story.</li> </ul>	To generate any content which requires the user to input personal or identifying information about an individual or the school.
Suno	<ul style="list-style-type: none"> <li>• Generate an original song based on a theme and style</li> </ul>	
TeachMate AI	<ul style="list-style-type: none"> <li>• To assist in generating lesson plans, resources and unit overviews</li> </ul>	
AILA		
ChalkieAI		
Canva	<ul style="list-style-type: none"> <li>• To create publicity materials, posters or templates.</li> </ul>	To generate materials which include images of individuals, without prior consent.