



## HOLY TRINITY CE PRIMARY SCHOOL & PRE-SCHOOL

Learning together with God's love

We aspire to be a happy, confident and caring community where children flourish

**Perseverance Aspiration Respect Teamwork**

1 Corinthians 16:14 Do everything in love

# Artificial Intelligence (AI) Policy

|             |             |
|-------------|-------------|
| REVIEWED BY | SLT; FGB    |
| APPROVED    | 16.09.26    |
| REVIEW DUE  | Autumn 2027 |

## 1. Purpose

This policy sets out how Holy Trinity will adopt and govern Artificial Intelligence (AI) responsibly, ethically, and lawfully. AI will be used to:

- Enhance high-quality teaching, learning, and leadership.
- Personalise learning so every pupil can thrive.
- Streamline administration to free teachers time for what matters most.
- Safeguard children, uphold trust, and reflect the Christian ethos of the school.

## 2. Scope

This policy applies to all staff, pupils, governors, volunteers, contractors, and visitors who use or introduce AI tools within the school environment, both on- and off-site.

## 3. Definition

AI refers to any machine-based system that performs tasks requiring human intelligence, including natural-language tools (e.g. Copilot), adaptive learning platforms, image or data-analysis systems, and generative content creators.

## 4. Guiding Principles

| Principle                 | In Practice at Holy Trinity                                                       |
|---------------------------|-----------------------------------------------------------------------------------|
| <b>Human-Led Learning</b> | Teachers remain in control; AI supports professional judgement and relationships. |

| Principle                              | In Practice at Holy Trinity                                                                       |
|----------------------------------------|---------------------------------------------------------------------------------------------------|
| <b>Care &amp; Safeguarding First</b>   | Pupil wellbeing, data privacy, and safety underpin all AI use.                                    |
| <b>Hope &amp; Inclusion for All</b>    | AI is used to remove barriers and promote equity for SEND, disadvantaged and EAL pupils.          |
| <b>Aspiration Through Innovation</b>   | Staff and pupils explore creative, purposeful AI tools that improve outcomes and reduce workload. |
| <b>Respect &amp; Responsibility</b>    | AI content is checked for accuracy; intellectual property and ethical use are upheld.             |
| <b>Inquiry &amp; Critical Thinking</b> | Pupils learn how AI works, its benefits and limitations, fostering digital citizenship.           |
| <b>Sharing &amp; Collaboration</b>     | Good practice and reflections are shared across staff, pupils, and the wider community.           |

## 5. Acceptable Use

- Staff may use Microsoft Copilot, Chat GPT etc for planning, marking support, communications, and analysis.
- Pupils may use AI only under direct adult supervision.
- No personal or identifiable data may be entered into open AI systems.
- All outputs must be reviewed for accuracy, bias, and appropriateness.
- AI-generated content must be clearly labelled where used.

## 6. Data Protection and Privacy

- All AI tools must comply with UK GDPR and the schools Data Protection Policy.
- The Data Protection Officer (DPO) must approve any tool processing pupil data.
- Personal or confidential data must never be uploaded to public AI platforms.
- Pupils must not use AI tools independently.

## 7. Risk Assessment and Safeguarding

- All new tools undergo screening for bias, misinformation, data security, and age suitability.
- AI systems must not be used for emotion recognition, social scoring, or manipulative purposes.
- Concerns are logged through safeguarding and data-breach procedures.

## 8. Curriculum and CPD

- AI ethics and digital literacy are embedded in Computing and PSHE.
- Annual CPD ensures staff understand safe, effective, and innovative AI use.
- Pupils are taught to critically evaluate AI outputs and understand their rights.

## **9. Governance, Monitoring & Review**

- AI UPS Group
- Reviewed annually in Autumn Term or sooner if national guidance changes.
- Impact monitored via:
  - Staff workload and efficiency data
  - Pupil engagement and outcomes
  - Safeguarding audit and feedback

## **10. Communication**

- Policy shared with all staff and governors.
- Pupils are informed in age-appropriate ways about AI use in school.

## **11. Complaints and Redress**

- Concerns about AI use can be raised through existing safeguarding or complaints procedures.
- Pupils and parents may request explanations of AI-influenced decisions.

## **12. Success Measures**

- Staff confidently use AI within agreed boundaries.
- Pupils demonstrate digital responsibility and curiosity.
- Governors can evidence oversight of ethical AI adoption.
- Holy Trinity is recognised as a leader in responsible, values-driven AI use.