



Artificial Intelligence (AI) Policy

Reviewed by:	Henrietta Jordan, Schools Director
Date:	1 April 2026
Last reviewed on:	n/a
Next review due by:	31 August 2027
Version control:	1
Approved by:	Tracey Storey, CEO

Introduction

This Artificial Intelligence (AI) Policy establishes a framework for the responsible, ethical, and lawful use of artificial intelligence technologies within the school environment. The policy applies to all staff, learners, parents, contractors, and external partners who interact with or make use of AI-powered tools or systems within the school.

The purpose of this policy is to ensure that AI technologies are used safely, responsibly, and in full compliance with relevant legislation and regulatory frameworks applicable to schools in England. These include but are not limited to the Data Protection Act 2018, UK General Data Protection Regulation (UK GDPR), Equality Act 2010, Keeping Children Safe in Education (KCSIE), Ofqual guidance on the use of AI in assessments, and Department for Education (DfE) guidance regarding generative AI in education.

This policy governs the deployment and use of AI technologies across multiple operational domains within the school, including teaching and learning, learner assessment and evaluation, school administration and operations, safeguarding and wellbeing services, and communication with the wider school community.

The policy establishes clear expectations, procedures, and safeguards to ensure that AI technologies enhance educational provision while protecting learner welfare, maintaining academic integrity, and safeguarding personal data.

Legal and Regulatory Compliance

The school is committed to ensuring that all use of artificial intelligence technologies complies with applicable UK legislation and statutory guidance.

Data Protection Act 2018 and UK GDPR

All AI systems that process personal data must comply fully with the requirements of the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR). The school will ensure that lawful bases for data processing are established, that personal data is processed fairly and transparently, and that individuals' rights are upheld.

Data Protection Impact Assessments (DPIAs) will be conducted prior to the implementation of any AI system that processes personal data or may present a high risk to individuals' rights and freedoms.

Equality Act 2010

The school will ensure that AI technologies do not result in discrimination against individuals with protected characteristics. AI systems must be monitored to identify and mitigate algorithmic bias and ensure equitable outcomes for all learners and staff.

Keeping Children Safe in Education (KCSIE)

All AI tools used within the school must comply with safeguarding requirements set out in Keeping Children Safe in Education. AI technologies must not compromise learner safety, and safeguarding considerations must be central to procurement and implementation decisions.

Ofqual Guidance on Artificial Intelligence in Assessment

AI tools must not undermine the validity, reliability, or integrity of assessment processes. The school will ensure that learners are not unfairly advantaged or disadvantaged through the use of AI and that academic malpractice involving AI is addressed through existing examination and malpractice procedures.

Department for Education Guidance

The school will follow current Department for Education guidance on generative AI in education. This includes ensuring that AI supports teaching and learning without replacing professional judgement or compromising educational standards.

Definitions

Artificial Intelligence (AI)

Artificial Intelligence refers to computer systems capable of performing tasks that typically require human intelligence. These tasks may include language processing, pattern recognition, prediction, and decision support.

Machine Learning

Machine learning is a subset of artificial intelligence in which algorithms analyse large volumes of data to identify patterns and improve performance over time.

Natural Language Processing

Natural Language Processing (NLP) refers to technologies that enable computer systems to understand, interpret, and generate human language.

Predictive Analytics

Predictive analytics involves analysing historical data to forecast future events or outcomes.

Use of AI in Teaching and Learning

The school may utilise AI technologies to support personalised learning, adaptive instruction, and enhanced curriculum delivery. **All AI systems being used must be approved by the Melrose IT Manager and Schools Director before being used.**

AI-powered systems may analyse learner progress to provide tailored content and learning pathways. These systems may also generate draft educational materials to support teachers in planning lessons and preparing learning resources.

Teachers remain responsible for reviewing and approving all AI-generated educational content. **AI tools must not replace professional judgement or pedagogical expertise.** (Appendix E).

Learners must be educated about the responsible use of AI technologies and the importance of academic honesty. (Appendices D, F and G)

Use of AI in Assessment

AI technologies may be used to support assessment processes, including plagiarism detection, automated feedback, and learning analytics.

The school will ensure that AI tools used in assessment are fair, transparent, and subject to human moderation. AI systems must not make final assessment decisions without appropriate professional oversight from the Melrose Education Manager.

Learners must not use AI tools to generate work that is submitted as their own unless explicitly permitted by the school. Any misuse of AI in coursework or examinations will be treated as academic malpractice. (Appendix C).

Safeguarding and Wellbeing

Where AI technologies are used to support learner wellbeing or mental health services, the school will ensure that robust safeguarding measures are in place.

AI tools must not replace trained safeguarding professionals. Human oversight must always be maintained, and any safeguarding concerns identified by AI systems must be escalated to appropriate staff.

Sensitive or not learner or staff data must be protected with strict confidentiality controls and never entered into AI software.

Governance and Oversight

The implementation of this policy is overseen by the School Leadership Team in collaboration with the Melrose Designated Data Lead (DPO) and Melrose IT Manager.

All AI technologies introduced within the school must undergo appropriate review by the Schools Director, including safeguarding assessment, data protection review, and evaluation of educational benefit.

Regular policy reviews will ensure ongoing compliance with legislative changes and emerging guidance.

Training and Awareness

Staff will receive training on the safe and responsible use of artificial intelligence technologies and how to complete AI risk assessment through the National College Training. This will include legal obligations, safeguarding considerations, and academic integrity requirements. (Appendices A and B).

Learners will receive guidance on acceptable AI use and digital literacy. (Appendices F and G).

Incident Response

The school will maintain procedures for reporting and responding to incidents involving AI technologies.

Any suspected misuse of AI, safeguarding risk, or data protection concern must be reported immediately through the school's safeguarding and GDPR reporting procedures. Incidents will be investigated and appropriate corrective actions implemented.

Policy Review

This policy will be reviewed annually or earlier where required due to changes in legislation, guidance, or technological developments.

Appendix A
AI Risk Assessment Template

AI Tool	Purpose	Potential Risks	Safeguarding/Data Risks	Mitigation Measures	Approved By

Appendix B

AI Tool Approval Checklist

- ✓ Purpose of AI tool clearly defined
- ✓ Data protection compliance verified
- ✓ Data Protection Impact Assessment completed if required
- ✓ Safeguarding risks assessed
- ✓ Bias and fairness considerations reviewed
- ✓ Staff training requirements identified
- ✓ Approval by senior leadership or Schools Director

Appendix C

AI Misuse and Malpractice Procedures

If a learner or staff member is suspected of misusing AI technologies in relation to coursework, assessments or examinations, the school will follow its academic malpractice procedures.

This may include investigation, evidence gathering, interviews with relevant individuals and reporting to awarding bodies where required. (Please see the schools Malpractice Policy).

Appendix D

Learner AI Acceptable Use Agreement

Using Artificial Intelligence (AI) in Our School.

Artificial Intelligence (AI) tools can support learning when they are used responsibly and safely. This agreement explains how learners are expected to use AI while in school or when completing schoolwork.

AI should be used to help you learn, not replace your thinking or effort.

What I Can Use AI For

I understand that AI can help me:

- ✓ Understand topics I find difficult
- ✓ Get explanations of words or ideas
- ✓ Generate ideas for writing or projects
- ✓ Support revision and quizzes
- ✓ Improve spelling, grammar, and sentence structure
- ✓ I will still make sure that my work is my own and that I understand what I submit

What I Must Not Use AI For

I understand that I must not:

- ☒ Copy AI answers and hand them in as my own work
- ☒ Use AI during tests, exams, or assessments unless a teacher says I can
- ☒ Enter personal information into AI tools
- ☒ Use AI to create harmful, rude, or inappropriate content
- ☒ Use AI to avoid doing my own work or thinking

I understand that doing these things may lead to school sanctions or further action.

Staying Safe Online

I will never share personal information with AI tools, including:

- Full names
- Addresses
- Phone numbers
- School details
- Information about other learners or staff

If something online makes me uncomfortable, I will tell a member of staff straight away.

Using AI Responsibly

I understand that AI can sometimes give incorrect information. I will check information with my teacher and use AI as a learning tool, not a shortcut.

Our School Rule for AI

AI can support learning, but my ideas, effort, and honesty matter most.

Learner Agreement

I understand the expectations for using AI in school. I agree to use AI safely, responsibly, and honestly.

I agree to use AI technologies responsibly and in accordance with school policies.

Learner Name	
Year Group	
Signature	
Date	

Appendix E

Staff AI Acceptable Use Agreement

This agreement sets out expectations for staff when using Artificial Intelligence (AI) tools in the course of their professional duties. AI can support teaching, administration, and planning, but it must be used responsibly, safely, and in line with school policies and UK legislation.

Acceptable Uses of AI

Staff may use approved AI tools to support:

- ✓ Lesson planning and generating teaching ideas
- ✓ Creating resources, quizzes, and learning materials
- ✓ Administrative tasks such as drafting no sensitive communications or reports
- ✓ Supporting differentiation and explanations for learning
- ✓ Professional development and research

Staff remain responsible for reviewing and verifying any AI-generated content before it is used with learners or shared externally.

Unacceptable Uses of AI

Staff must not:

- ☒ Input personal or sensitive data about learners, staff, or families into AI tools
- ☒ Use AI in ways that breach GDPR or the Data Protection Act 2018
- ☒ Use AI to generate assessment responses or complete work on behalf of learners
- ☒ Rely on AI-generated information without checking accuracy
- ☒ Use AI tools that have not been approved by the school where data could be stored externally

Misuse of AI may result in disciplinary action in line with school policies.

Safeguarding and Data Protection

When using AI, staff must ensure that:

- No identifiable learner information is entered into AI systems (not even initials)
- The school or company name is not entered into AI systems
- Safeguarding information is never shared with AI tools
- All work complies with school safeguarding, online safety, and data protection policies

Professional Responsibility

Staff are responsible for ensuring that:

- AI supports learning rather than replacing professional judgement
- Materials generated by AI are appropriate for the age and needs of learners and have been checked
- AI is used ethically and transparently where relevant

Staff Agreement

I understand the expectations for the professional use of AI in school. I agree to use AI responsibly, safely, and in accordance with school policies and relevant legislation.

I agree to use AI technologies responsibly and in accordance with school policies and data protection regulations.

Staff Name	
Role	
Signature	
Date	

Appendix F
Poster for Learners on the use of AI (Secondary)



Using AI in School

Learner Guide (Ages 11–16)

AI can support your learning – but it must be used responsibly.

AI is a tool to **help you think**, not something that replaces your work.

You CAN Use AI to:

-  **Understand topics**
Ask for explanations when you don't understand.
-  **Develop ideas**
Brainstorm ideas for essays, projects or presentations.
-  **Improve writing**
Check spelling, grammar, and structure.
-  **Support revision**
Generate quizzes or summaries.
-  **Explore topics**
Ask questions to learn more.

You CANNOT Use AI to:

-  Write assignments for you 
-  Copy AI answers and hand them in
-  Use AI in exams or tests 
-  Share personal info 
-  Create harmful content 

Think Before You Use AI

-  Is it **Honest**?
-  Is it **Safe**?
-  Is it **Helping Me Learn**?
-  Would My Teacher Approve?

Stay Safe Online



Never enter:

- ✓ Full name or address
- ✓ Phone number
- ✓ Private details

If Unsure, Ask First



Check with a Teacher before using AI.

⇒ The Golden Rule ⇐

AI should support your learning, not replace your thinking.
Do your own work — your progress matters!

Using AI in School

Learner Guide (Ages 5–11)

AI can support your learning – but it must be used responsibly.

AI is a tool to **help you think**, not something that replaces your work.



 **AI is here to HELP you – not do your work for you!**

You CAN Use AI to:

-  **Get explanations**
Ask for explanations when you don't understand.
-  **Check spelling and grammar**
Check spelling, grammar, and structure.
-  **Create revision questions**
Generate quizzes or summaries.

You CANNOT Use AI to:

-  Do your work for you 
-  Copy answers from AI
-  Use AI in tests or exams 
-  Share personal info 
-  Create harmful content 

Think Before You AI

-  Is it **Honest**?
-  Is it **Safe**?
-  Is it **Helping Me Learn**?
-  Should I Ask My Teacher?

Stay Safe Online

 **Never enter:**

- ✓ Your full name
- ✓ Your school name
- ✓ Your address
- ✓ Phone numbers

Ask a Teacher if You're Unsure!

≡ The Golden Rule ≡

AI Should **HELP** You Learn, Not Replace your thinking!