



Artificial Intelligence (AI) Policy

Date: November 2025

1. Introduction

This policy outlines the principles and guidelines for the ethical, safe, and appropriate use of Artificial Intelligence (AI) at Farsley Westroyd Primary School and Nursery. The school acknowledges the transformative potential of AI to enhance teaching, learning, and administrative efficiencies, aligning with the Department for Education's (DfE) recognition of AI's opportunities in education. However, it also recognises the inherent risks, including the potential for inaccuracies, bias, misuse, and safeguarding concerns. **Crucially, this policy establishes a clear prohibition on the use of generative AI by pupils within the school environment.**

The primary aim of this policy is to provide clear guidance to all stakeholders – staff, pupils, and parents – on the responsible integration of AI tools, ensuring that their use supports our commitment to safeguarding, data protection, and the promotion of independent thought and learning.

This policy has been developed in consideration of the DfE's latest guidance on "Generative Artificial Intelligence in Education" and draws upon best practices for AI use in educational settings.

2. Definitions

For the purposes of this policy, the following terms are defined:

- **Artificial Intelligence (AI):** The theory and development of computer systems designed to perform tasks that typically require human intelligence, such as problem-solving, decision-making, and understanding language.

- **Generative AI:** A category of AI algorithms, often based on Large Language Models (LLMs), trained on vast datasets to generate new content such as text, code, images, audio, or video, in response to human input (prompts). Examples include tools like ChatGPT and Google Gemini.
- **Confidential Information:** Any sensitive data related to the school, its pupils, staff, parents, or operations that is not publicly available and requires protection from unauthorised access or disclosure. This includes, but is not limited to, personal data, assessment data, safeguarding concerns, financial information, and proprietary school documents.
- **Misuse of AI:** The inappropriate or harmful application of AI tools by staff or pupils that results in negative outcomes, such as breaching privacy, spreading misinformation, violating data protection policies, or substituting independent work and professional judgment.

3. Key Principles for Staff Use of Generative AI

Farsley Westroyd Primary School and Nursery encourages staff to explore and utilise generative AI tools to reduce workload whilst increasing efficiency and enhance the quality of educational practices and resources, provided they adhere to the following principles:

3.1 Non-Confidential Use

Staff **may use** generative AI tools for general tasks that **do not involve any confidential information** about the school, pupils, staff, or parents. Examples include:

- Drafting general communications (e.g., newsletter content not containing personal data).
- Generating ideas for lesson plans or activities.
- Summarising public domain information for professional development.
- Creating generic prompts or exercises.

3.2 Confidential Information Handling with Generative AI

For tasks that **require the input or processing of confidential information (see Section 2 for the definition of Confidential Information)**, staff must adhere to stringent protocols to ensure data security and privacy:

- **Gemini Education Premium Package:** Staff wishing to use generative AI with confidential school information (e.g., pupil progress data, internal administrative documents) **must have a Gemini Education Premium package activated on their Google account**. This package offers enhanced security and data privacy features suitable for educational use.
- **Line Manager Approval:** Prior to using the Gemini Education Premium package for confidential information, staff **must obtain explicit approval from their immediate line**

manager. This ensures that the use case is appropriate and aligns with Farsley Westroyd's data protection policies.

- **For Work Purposes Only:** Any Gemini Education Premium package activated through the schools Google Workspace for Education account **must be used exclusively for Farsley Westroyd's Primary School and Nursery work-related purposes.** Personal use of this specific package is prohibited.
- **Responsibility for Content:** Staff remain **fully responsible** for the accuracy, appropriateness, and compliance of any content generated by AI, regardless of the tool used or the presence of confidential information. All AI-generated content must be thoroughly reviewed and edited by a human expert before use or dissemination.
- **Data Protection and Cyber Security:** All use of AI must comply with Farsley Westroyd Primary School and Nursery's Data Protection (GDPR) Policy, Secure Data Handling Policy, and Online Safety Policy. Staff must be vigilant about the sophistication of cyber-attacks potentially amplified by generative AI and follow all Farsley Westroyd's cyber security standards. **Under no circumstances should personal or special category data be entered into general, non-secure AI tools.**

4. Key Principles for Pupil Use of Generative AI

Farsley Westroyd Primary School and Nursery takes a cautious approach to pupil access to generative AI tools, prioritising their safety and the integrity of their learning.

4.1 Strict Prohibition of Pupil Generative AI Use in School

- **Pupils are strictly prohibited from using any generative AI packages** (e.g., ChatGPT, Gemini, etc.) for schoolwork or personal use on school devices or networks. This decision is based on the current assessment that these tools are not consistently age-appropriate and present significant safeguarding and academic integrity risks for younger learners.

4.2 Safeguarding and Online Safety

- Farsley Westroyd Primary School and Nursery acknowledges that generative AI tools can produce harmful, inappropriate, or dangerous content. To mitigate these risks, Farsley Westroyd Primary School and Nursery will adhere to the procedures outlined in its Safeguarding and Child Protection Policy and Online Safety Policy.
- Appropriate filtering and monitoring systems are in place across all Farsley Westroyd's networks and devices, in line with DfE filtering and monitoring standards, to prevent pupils from accessing prohibited content, including that which may be generated by AI.
- Pupils will be educated on the risks associated with AI tools and taught how to report any concerns or incidents involving generative AI to a member of staff.
- Parents will be informed about the schools stance on AI use by pupils and advised on who to contact regarding any related concerns.

6. Roles and Responsibilities

6.1 Governing Body

- Ensuring compliance with statutory guidance and legislation related to AI.
- Maintaining an up-to-date understanding of AI tools and their implications for Farsley Westroyd Primary School and Nursery.
- Ensuring governors and staff receive relevant training, including online safety and AI-related safeguarding.

6.2 Local Governing Bodies

- Ensuring their knowledge of AI use within their respective schools is current.
- Overseeing the implementation of this policy at a school level.
- Ensuring all staff receive appropriate safeguarding training that includes AI considerations.

6.3 Headteachers/Senior Leaders

- Monitoring the use of AI tools within their school and making decisions regarding the licensing and adoption of specific AI tools for staff use.
- Where appropriate integrating AI use into relevant school policies, training, and procedures.
- Ensuring staff receive regular training on safeguarding that includes AI.
- Communicating with parents regarding AI use in school and safety measures.
- Ensuring appropriate security measures and DfE cyber security standards are met.

6.4 Data Protection Officer (DPO)

- Keeping informed about AI technologies relevant to Farsley Westroyd primary School and Nursery.
- Advising on data protection compliance with AI use, ensuring adherence to data protection regulations.

6.5 Designated Safeguarding Lead (DSL)

- Leading on online safety in school, including matters related to AI.
- Keeping up-to-date with safeguarding in relation to AI in education settings.
- Collaborating with staff on online safety and maintaining records of AI-related online safety issues.

6.6 All Staff

- Using AI tools safely and effectively, adhering to this policy and other relevant policies (e.g., Online Safety and Acceptable Use Agreement).
- Maintaining a professional standard of conduct when using AI tools.
- Ensuring the security of AI tools and the data they access.
- Familiarising themselves with relevant AI tools used by the school and their associated risks.
- Reporting any concerns in line with the schools reporting procedures.
- Remaining responsible for the quality and content of any AI-generated administrative documents.
- Refrain from using generative AI in a pupil facing environment.

6.7 Pupils

- Complying with the Online Safety and Acceptable Use Agreement and all school rules.
- **Not using any generative AI tools in school.**
- Reporting any concerns about AI to a member of staff.

7. Monitoring and Review

This policy will be reviewed annually by Farsley Westroyd Primary School and Nursery or sooner if there are significant technological advancements, changes in DfE guidance, or identified educational needs. This ensures the policy remains current and effective in addressing the evolving landscape of Artificial Intelligence in education.

8. Related Policies and Guidance

This policy should be read in conjunction with, and in due regard to, the following policies and external guidance:

- Child Protection and Safeguarding Policy
- Online Safety and Acceptable Use of IT Policy
- Data Protection (GDPR) Policy
- Secure Data Handling Policy
- Staff Behaviour Policy
- Discipline Capability Policy
- Assessment Policy
- Keeping Children Safe in Education (DfE)
- Generative Artificial Intelligence in Education (DfE Guidance)
- Meeting Digital and Technology Standards in Schools and Colleges (DfE)
- Artificial Intelligence (AI) Use in Assessments: Protecting the Integrity of Qualifications (JCQ)