Artificial Intelligence (AI) Policy

SERENITY SCHOOL

Serenity School

Approved by:	Proprietary Board	**Date: September 2026**
Last reviewed on:	September 2026	
Next review due by:	September 2027	

1. Aims

This policy sets out the school's expectations, standards and safeguards regarding the use of Artificial Intelligence (AI) tools by staff, pupils, and other stakeholders. It ensures that AI is used responsibly, safely, and ethically in a way that aligns with our safeguarding duties and supports high-quality teaching and learning.

2. Scope

This policy applies to all members of the school community who access or interact with AI technologies on school systems, devices, or networks, including:

- Teaching and support staff
- Pupils
- Governors
- Visitors, contractors and external partners

3. Definition of AI

Artificial Intelligence (AI) refers to systems and tools that perform tasks typically requiring human intelligence, including:

- Generative tools such as ChatGPT, Google Gemini, and Microsoft Copilot
- Machine learning algorithms
- Automated decision-making tools
- Deepfake generation and image/audio manipulation software

4. Safeguarding and Child Protection

The use of AI tools falls under the scope of the school's safeguarding and child protection responsibilities.

In line with *Keeping Children Safe in Education (KCSIE 2026)*:

- Our **filtering and monitoring systems** also apply to AI usage (including AI-related searches, prompts and outputs).
- Following the Department for Education's update to the filtering and monitoring standard (25 August 2026), the school considers whether its filtering and monitoring provision is able to handle real-time, dynamic, personalised and AI-generated content, and reviews the effectiveness of this provision at least once each academic year.

- AI must not be used to access, create, or disseminate:
    - Misinformation or disinformation
    - Inappropriate, harmful or illegal content
    - Content that promotes radicalisation, self-harm, hate speech, harassment, or abuse

Staff must report any safeguarding concerns related to AI usage (e.g. bullying via AI, deepfake use, AI-generated abuse) to the Designated Safeguarding Lead (DSL) immediately.

5. Acceptable Use Guidelines

AI tools may be used in school for educational purposes where approved by the Headteacher or DSL. The following rules apply:

Staff must:

- Conduct a safeguarding risk assessment before introducing a new AI tool into the classroom or school systems, and, where the tool is a generative-AI product, refer to the DfE's Generative AI: product safety standards as part of that assessment.
- Where pupils themselves will use AI tools, ensure the risk assessment considers each pupil's developmental understanding, communication needs and vulnerability to inappropriate, misleading or unsafe outputs, and put in place any additional safeguards or support these pupils need.
- Monitor pupil use of AI to ensure compliance with safeguarding and data protection standards.
- Ensure that AI outputs are age-appropriate, factually accurate and do not replace professional judgement.
- Avoid inputting sensitive or personal data into AI systems unless specifically authorised.

Pupils must:

- Only access AI tools under staff supervision and for educational tasks.
- Never use AI to generate offensive, discriminatory, or misleading content.
- Report any disturbing, confusing, or unsafe output to a trusted adult immediately.

- Understand that misuse of AI may result in disciplinary action.

6. Curriculum and Education

Pupils will be taught about the ethical use of AI as part of the computing and digital literacy curriculum. This will include:

- Understanding how AI works and its limitations
- Recognising AI-generated content (e.g. deepfakes)
- Critical thinking to challenge misinformation and bias in AI outputs
- Awareness of the law, privacy, and data rights

7. Staff Training

All staff will receive regular training to understand:

- The benefits and risks of using AI in education
- How to respond to AI-related safeguarding issues
- Safe and ethical classroom applications of AI tools
- The importance of human oversight and decision-making

8. Data Protection and Privacy

Staff must not enter confidential, personal, or identifying pupil or staff data into AI systems unless data sharing has been risk-assessed and approved by the Data Protection Officer (DPO). AI use must comply with:

- UK GDPR and Data Protection Act 2018
- The school's Data Protection and Online Safety Policies

9. Monitoring and Review

The senior leadership team will:

- Monitor use of AI tools through filtering and monitoring systems
- Log any safeguarding concerns arising from AI
- Review this policy annually or sooner if significant changes in technology or guidance arise

10. Linked Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Online Safety Policy
- Behaviour and Anti-Bullying Policy
- Data Protection Policy
- Staff Code of Conduct
- Acceptable Use Agreements (Staff and Pupils)