

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
- Members of the Proprietary Board
- 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), in line with the DfE's Filtering and Monitoring Core Standard.
- The school recognises that AI tools can generate **dynamic, personalised and real-time content** that did not exist before the moment it was produced. This content is not always captured by traditional website- or domain-based filtering,

since it may be generated instantly, within an otherwise approved platform, and tailored to the individual pupil.

- The school understands the **limitations of its filtering systems** in relation to AI: standard URL and DNS-based filtering cannot reliably detect harmful content generated within an approved AI tool's own outputs. Where filtering limitations are identified, additional safeguards (such as restricting tool access, supervision, or platform-level safety settings) must be put in place.
- The school understands the **limitations of its monitoring systems** in relation to AI: monitoring must be capable of identifying, attributing and prioritising AI-related concerns so that they can be acted upon by the DSL or a deputy, not merely logged.
- Before introducing any new generative-AI product, the school will assess it against the **DfE's Generative AI: product safety standards**, and against whether the school's filtering and monitoring provision can handle the real-time, dynamic, personalised and AI-generated content that tool may produce.
- 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 risk assessment before introducing a new AI tool into the classroom or school systems.
- Ensure that AI risk assessments specifically consider the increased vulnerability of pupils with significant SEND and developmental or communication difficulties, including their heightened susceptibility to inaccurate, manipulative or emotionally persuasive AI outputs.

- 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)