



Fairfield Primary School Artificial Intelligence (AI) Policy

Created/Revised:	September 2026
By:	R Birtwhistle/N Steel
Review Details:	-
Review Date:	September 2027
Approved by Governing Body:	September 2026

1. Introduction

Fairfield Primary School recognises that Artificial Intelligence (AI) technologies have the potential to enhance teaching, learning, administration and inclusion. AI can support staff by improving efficiency, reducing workload, generating ideas and assisting with the creation of educational resources.

The school supports the responsible, ethical and safe use of AI where it benefits pupils, staff and the wider school community. AI should be viewed as a tool to support professional practice rather than replace it.

The school is committed to ensuring that all use of AI is consistent with safeguarding requirements, data protection legislation, professional standards and the school's vision and values. This policy should be read in conjunction with Keeping Children Safe In Education 2026 (KCSIE), particularly the requirements relating to online safety, filtering and monitoring, and the use of generative artificial intelligence. The school will follow relevant Department for Education guidance on the safe and effective use of generative AI in education.

2. Aims of the Policy

This policy aims to:

- Promote the safe, ethical and effective use of AI technologies.
- Support staff in reducing workload whilst maintaining professional standards.
- Ensure the protection of personal and sensitive information.
- Safeguard pupils from potential risks associated with AI.
- Promote digital literacy and responsible use of emerging technologies.
- Ensure compliance with UK GDPR and data protection requirements.
- Establish clear expectations for staff, governors, volunteers, contractors and pupils.

3. Scope

This policy applies to:

- Teaching staff
- Support staff
- Governors
- Volunteers
- Contractors working in school
- Pupils when using AI technologies as part of learning activities

The policy applies to AI accessed on:

- School-owned devices
- Personal devices used for school purposes
- Remote working environments

4. Definition of Artificial Intelligence

Artificial Intelligence (AI) refers to computer systems capable of performing tasks that would normally require human intelligence.

This includes systems capable of:

- Generating text
- Producing images

- Creating audio or video content
- Summarising information
- Analysing data
- Answering questions
- Generating lesson resources

Examples include, but are not limited to:

- Microsoft Copilot
- ChatGPT
- Google Gemini
- Adobe Firefly
- Canva AI tools

The inclusion of examples does not represent school endorsement of any particular product.

5. Guiding Principles

All use of AI within Fairfield Primary School should be guided by the following principles:

Safety

The safety and wellbeing of children always comes first.

Professional Judgement

AI must support, not replace, professional decision-making.

Human Oversight

Staff remain responsible for all work, decisions and communications generated with the assistance of AI.

Accuracy

AI-generated content must always be checked and verified before use.

Transparency

Where appropriate, staff should be open about the use of AI-generated content.

Equity

AI should support inclusion and accessibility and should not disadvantage any pupil or group.

6. Appropriate Staff Use of AI

Staff may use approved AI tools to support:

Planning

- Generating lesson ideas
- Producing differentiated activities
- Creating quizzes and retrieval tasks
- Developing curriculum resources

Administration

- Drafting letters and communications
- Summarising documents
- Organising information
- Producing reports

Professional Development

- Research
- Training activities
- Generating reflective questions
- Exploring educational strategies

Accessibility and Inclusion

- Simplifying text
- Adapting reading materials
- Producing alternative formats
- Supporting SEND provision planning

7. Professional Responsibilities

Staff remain professionally accountable for all content created or used within school.

Before any AI-generated content is used, staff must:

- Check factual accuracy.
- Review for bias, stereotypes or inappropriate content.
- Ensure safeguarding requirements have been met.
- Verify that information is suitable for the intended audience.
- Adapt content where necessary.

AI outputs must never be accepted without review.

Responsibility for final decisions always rests with the member of staff.

8. Prohibited Uses of AI

Whilst the school supports the responsible use of approved AI systems, the following uses are prohibited:

- Entering safeguarding, child protection or social care information into public AI systems.
- Entering confidential personnel information into public AI systems.
- Entering personal, sensitive or identifiable information relating to pupils, parents, carers or staff into public AI systems.
- Using AI to make safeguarding, welfare, disciplinary, attendance or SEND decisions without professional judgement and human oversight.
- Using AI to generate, alter or falsify school records, assessments, statutory documentation or evidence.
- Using AI to create content that is discriminatory, offensive, misleading or inappropriate.
- Using AI in a manner that breaches copyright, data protection legislation, school policies or professional standards.
- Using AI to impersonate another individual or deliberately misrepresent information.

For the purposes of this policy, public AI systems are AI tools that have not been approved

by the school or that do not operate within the school's approved organisational security and data protection arrangements.

Staff remain professionally responsible for all decisions, communications and materials produced with the assistance of AI.

9. Data Protection and Privacy

All use of AI must comply with:

- UK GDPR, as amended by the Data (Use and Access) Act 2025
- Data Protection Act 2018
- Data (Use and Access) Act 2025
- School Data Protection Policies
- Relevant guidance issued by the Information Commissioner's Office (ICO) and Department for Education (DfE)

Staff must:

- Follow school guidance regarding the use of AI systems.
- Exercise caution when entering information into AI tools.
- Avoid entering personal, sensitive, confidential or identifiable information into public AI systems.
- Follow guidance from the Data Protection Officer.

Where there is uncertainty about data security, staff must seek advice before using the system.

AI Tool Approval and Procurement

New AI tools must not be introduced for use with pupils or for processing school information without appropriate consideration of safeguarding, data protection, information security, age restrictions, accessibility, intellectual property and educational value.

Where appropriate, the school will seek advice from its Data Protection Officer and/or relevant technical or safeguarding leads before approving an AI tool.

AI tools used with pupils should provide appropriate safety and filtering/monitoring features and comply with relevant Department for Education product safety expectations.

10. Safeguarding

Safeguarding remains paramount in all uses of AI.

The school recognises that AI technologies may:

- Generate inaccurate information.
- Present misleading content.
- Produce biased responses.
- Expose users to inappropriate material.

To mitigate these risks:

- Staff must supervise any pupil use of AI.
- AI must never replace professional safeguarding judgement.
- Concerns arising from AI use must be reported immediately.

Any safeguarding concern arising from AI use, including harmful, abusive, sexualised, discriminatory, threatening or manipulated AI-generated content involving a child, must be reported immediately in accordance with the school's safeguarding procedures.

The school will maintain appropriate filtering and monitoring systems in accordance with KCSIE 2026 and the Department for Education's filtering and monitoring standards. This includes considerations of risks associated with generative AI. The effectiveness of filtering and monitoring arrangements will be reviewed at least annually, with appropriate records maintained.

The school recognises that AI may be used to create or manipulate images, audio or video involving children, including harmful or abusive content. Any concern involving AI-generated or manipulated content relating to a child will be treated as a safeguarding concern and managed in accordance with the Child Protection and Safeguarding Policy and relevant KCSIE guidance.

11. Use of AI by Pupils

The school recognises that pupils will increasingly encounter AI technologies in everyday life.

Pupils may only use AI tools where the school has determined that the particular tool is appropriate for the pupil's age, educational purpose and safeguarding context. The school will comply with any age restrictions or other access requirements imposed by the AI tool. Pupil use of generative AI will only take place where appropriate safeguards are in place, including adult supervision, suitable filtering and monitoring, and appropriate consideration of data protection, online safety and educational benefit.

Pupil use will:

- Be linked to educational objectives.
- Be age-appropriate.
- Be supervised by adults.
- Support digital literacy and critical thinking.

Pupils will be taught to:

- Evaluate information critically.
- Understand that AI can make mistakes.
- Use technology responsibly.
- Respect privacy and copyright.

12. Assessment and Academic Integrity

AI should support learning rather than replace it.

Pupils must not:

- Present AI-generated work as entirely their own.
- Use AI to undermine learning activities.
- Circumvent assessment expectations.

Teachers should continue to design learning opportunities that require:

- Independent thinking
- Discussion
- Problem solving

- Creativity
- Practical application of knowledge

Professional judgement will be used when concerns arise regarding authenticity of pupil work.

13. Copyright and Intellectual Property

Staff must:

- Respect copyright legislation.
- Check licensing arrangements where relevant.
- Ensure AI-generated materials are appropriate for educational use.

Where published materials are substantially created using AI, appropriate acknowledgement should be considered where relevant.

Staff remain responsible for ensuring that work shared by the school does not breach intellectual property rights.

14. Training and Awareness

The school will provide appropriate opportunities for staff to develop understanding of:

- Safe AI use
- Ethical considerations
- Data protection requirements
- Effective prompting techniques
- Emerging educational applications
- Safeguarding risks associated with AI
- AI-generated harmful content
- Age restrictions and pupil use
- Recognising AI-generated misinformation/deep fakes.
- Appropriate use of approved tools.

Staff are expected to engage with relevant professional development and remain informed about developments in AI.

15. Monitoring and Review

The Headteacher and Senior Leadership Team will monitor implementation of this policy.

The policy will be reviewed:

- Annually
- Following significant legislative changes
- Following significant developments in AI technologies
- Following any serious incident involving AI use

16. Related Policies

This policy should be read alongside:

- Child Protection and Safeguarding Policy
- Online Safety Policy
- Data Protection Policy
- Staff Code of Conduct
- Mobile Phone and Smart Technology Policy
- Acceptable Use Agreements

- Behaviour Policy
- SEND Policy
- Staff Handbook

17. Related legislation and statutory guidance

Legislation

- Data Protection Act 2018
- Data (Use and Access) Act 2025
- Equality Act 2010
- Copyright, Designs and Patents Act 1988

Statutory guidance and relevant DfE guidance

- Keeping Children Safe in Education 2026
- Working Together to Safeguard Children
- DfE: Generative artificial intelligence in education
- DfE: Generative AI – product safety expectations
- DfE: Meeting digital and technology standards in schools and colleges
- DfE: Data protection in schools
- DfE: Filtering and monitoring standards