



AI Policy

Policy Statement

Oakhill Primary School recognises the transformative potential of Artificial Intelligence (AI) in education. AI is used by staff to enhance lesson planning, reduce workload, and promote staff well-being. It serves as a tool for adaptive teaching, ensuring an inclusive curriculum for all pupils, regardless of their academic or social needs. AI also supports personalised learning, making education engaging and purposeful.

AI is further utilised to:

- Support SEND pupils with tailored learning resources.
- Challenge and extend pupil learning to help them reach their full academic potential.
- Prepare pupils for an ever-evolving technological world.
- Assist parents through AI-driven translation of school administration, communications, and policies.

While AI presents significant benefits, it must be used ethically, responsibly, and in compliance with safeguarding, data protection, and academic integrity principles.

This policy aligns with:

- **Keeping Children Safe in Education (KCSIE) 2024**
- **UK GDPR and Data Protection Act 2018**
- **DfE Guidance on Generative AI in Education 2025**
- **JCQ Guidance on AI in Assessments 2024**
- **Oakhill Primary's Acceptable Use Policy (AUP), Online Safety Policy, and Data Protection Policy**

This policy applies to all staff, students, and third-party providers using AI within the school environment.

Scope

AI is integrated into:

- Lesson planning and curriculum enhancement.
- Adaptive learning for differentiated instruction.
- SEND support, ensuring accessibility and inclusion.
- Communication with parents, including translation services.
- Pupil assessments (ensuring integrity and compliance with assessment policies).

AI must not be used in a way that compromises ethics, student safety, data privacy, fairness, or academic integrity.

Roles and Responsibilities

Leadership and Governance

- Ensure AI governance aligns with DfE, KCSIE, and GDPR regulations.
- Approve AI tools before they are used in teaching, learning, or administration.
- Conduct annual AI risk assessments and policy reviews.
- Oversee AI use to ensure transparency, fairness, and compliance with school policies.

Accountability: Headteacher, Senior Leadership Team (SLT), SENDCO, Safeguarding Leaders.

Teaching and Support Staff

- Use AI as a teaching aid, not as a replacement for pedagogy.
- Verify AI-generated content for accuracy, appropriateness, and bias.
- Educate pupils on AI literacy, misinformation, and ethical use.
- Ensure AI use does not compromise safeguarding or academic integrity.

Accountability: All teaching and support staff.

IT and Data Protection Teams

- Ensure AI tools comply with data protection laws and cybersecurity standards.
- Conduct regular cybersecurity audits and risk assessments.
- Ensure AI tools do not process or store personal data without anonymisation.

Accountability: IT Team, Data Protection Officer.

Pupils

- Use AI tools responsibly and in line with school policies.
- Understand ethical considerations and avoid over-reliance on AI.

Accountability: Pupils, with guidance from teachers, staff and parents.

Safeguarding and Online Safety

AI must be used safely to protect students and staff. The following measures ensure AI use aligns with Oakhill Primary School's Online Safety Policy:

Preventing AI-Generated Harm

- AI tools must not be used to create harmful, misleading, or inappropriate content (e.g., deepfakes, misinformation).
- Staff and pupils must be trained to recognise AI-generated risks such as misinformation and impersonation.

- The school's filtering and monitoring systems must detect and prevent AI-generated threats, in line with government filtering and monitoring standards.

Accountability: Online Safety Coordinator, SLT.

AI and Cybersecurity

- AI-related cybersecurity risks, such as phishing scams and fraud, must be monitored.
- IT teams must ensure AI tools do not introduce security vulnerabilities.
- AI tools must not process or store personally identifiable data unless explicitly approved.

Accountability: IT Team, Data Protection Officer.

AI in Teaching, Learning, and Assessment

AI is a valuable tool for supporting education but must not compromise academic integrity.

AI for Adaptive and Inclusive Learning

- AI can be used to personalise learning, adapting to pupils' needs and supporting differentiated instruction.
- AI-driven tools should ensure accessibility for SEND pupils, providing additional scaffolding and resources.
- Teachers must monitor AI recommendations to ensure alignment with curriculum goals.

Accountability: Teaching Staff, Teaching Support Staff, SLT.

AI for Parental Engagement

AI is used to:

- Translate school communications, policies, and administration for non-English-speaking families.
- Ensure information accessibility while maintaining GDPR compliance.

Accountability: SLT, Admin Team.

Ethical AI Use

AI must be implemented in a transparent and fair manner.

Transparency and Accountability

- AI must not make independent decisions affecting students or staff.
- The use of AI in assessment or administration must be overseen by human staff.

Accountability: SLT, Teaching Staff.

Bias and Fairness

- AI tools must be vetted to ensure fairness and prevent bias.
- Training must be provided to recognise and mitigate AI bias.
- Human oversight is required for all AI-generated outputs.

Accountability: IT Team, Teaching Staff.

Data Protection and Anonymisation

- AI tools must not process personally identifiable data unless explicitly approved.
- A Data Protection Impact Assessment (DPIA) must be conducted before introducing new AI tools.
- Staff must not use unapproved AI tools that process school data.

Accountability: Data Protection Officer, IT Team.

Monitoring and Review

- This policy will be reviewed annually in line with updates to DfE, KCSIE, and JCQ guidance.
- DPIA risk assessments will be conducted before introducing new AI tools.
- Feedback will be gathered from staff and students on AI's impact.

Accountability: SLT, Online Safety Coordinator, Governing Body.

Policy Compliance Statement

All staff, students, and third-party providers using AI at Oakhill Primary School must adhere to this policy. Any breaches may result in disciplinary action, in line with school policies and national regulations.

By ensuring AI is used responsibly, ethically, and effectively, Oakhill Primary School aims to enhance education while prioritising the safety, well-being, and academic integrity of all pupils.

REVIEW & AMEND AS NECESSARY ANNUALLY – SEPTEMBER 2027 (MOST RECENT REVISION SEPTEMBER 2025)