



Whitestone Infant School

Artificial Intelligence Usage Policy

January 2026

Written by:	Computing leader	
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Approved by:	Headteacher	
	Online Safety Governor	
Adopted by Governors Ratified on:		
Next review due by:	January 2027	

1. Aim of the Policy

The aim of this policy is to outline the appropriate use of Artificial Intelligence (AI) tools in Whitestone Infant School, ensuring that their implementation supports teaching, learning, and administration while maintaining compliance with UK GDPR, safeguarding principles, and the school's commitment to data protection and security.

This policy governs the use of the following AI tools in our school:

- **Microsoft CoPilot**
- **AI1a (Oak National Academy)**
- **Google Gemini**
- **Microsoft Learning Accelerators**
- **Microsoft Education AI tools**

These tools will be used solely for administrative, planning, and educational resource development purposes. AI will **not** be used for personal data processing or marketing, and children will **not** directly interact with AI tools due to existing age restrictions.

2. Scope

This policy applies to all staff, including teaching, locum (supply), volunteers and administrative personnel, who may use AI tools for any non-personalised purpose within the school environment. While children will not directly use AI tools, they will be taught about the ethical use of AI and its applications as part of the [Computing National Curriculum](#) (England).

Responsibilities

Headteacher and Senior Leaders - Are responsible for the strategic planning of how AI will be used in the school, establishing AI policies and procedures and ensuring that all staff receive relevant training and have a clear understanding of these.

Designated Safeguarding Person (DSP) / Online Safety Lead - Our Designated Safeguarding Person / Online Safety Lead has responsibility for online safety in the school. They are expected to have knowledge of AI and its safeguarding implications and an in-depth working knowledge of key guidance. We ensure that they receive appropriate specialist training, commensurate with their role and that ongoing training is provided for all school staff.

Data Protection Officer - The DPO will be responsible for providing advice and guidance about data protection obligations in relation to the use of AI, including related Data Protection Impact Assessments (DPIAs).

Staff - It is the responsibility of all staff to have read and understood this policy and associated Acceptable Use Agreements. All staff must report any incidents or suspected incidents concerning the use of AI in line with school policy. All staff will challenge any inappropriate behaviour. Staff have a duty to ensure that:

- the school environment is safe
- sensitive and confidential data / information is secure
- that their actions do not put the reputation of the school at risk and that
- learners understand their responsibilities

Governors - We ensure that our governing body has a good understanding of how AI is used in a school context and potential benefits and risks of its use. They receive regular training and updates, enabling them to support the school and challenge where necessary. This may include evaluation of the use of AI in the curriculum, administration and communications, ensuring that risks relating to these issues are identified, that reporting routes are available, and that risks are effectively mitigated.

Parents/carers - We work hard to engage parents and carers by:

- regular in school sessions
- sharing newsletters
- sharing information online e.g., website, social media
- providing curriculum information

Our parents and carers are made aware of how AI is used in school and receive guidance on both good practice in its use and the risks of misuse that may affect their childrens' learning or safety. They are encouraged to report any concerns to the school and are made aware that all incidents will be handled with care and sensitivity.

Vulnerable groups - We recognise that vulnerable learners are more likely to be at risk from the misuse of AI (both in their own use or through the actions of others). We ensure that vulnerable learners are offered appropriate support to allow them to gain full benefit of the use of AI, while being aware of the potential risks.

Children are considered to be vulnerable data subjects and therefore any process involving their personal data is likely to be "high risk". If an AI/ automated process is used to make significant decisions about people, this is likely to trigger the need for a Data Protection Impact Assessment (DPIA).

How AI Tools Will Be Used

AI tools will be used to:

- Support lesson planning and curriculum development.
- Draft resources, emails, and letters for administrative purposes.
- Assist with pupil engagement through educational tools (e.g., Reading Coach).
- Generate age appropriate images to, text, video, simulations or code for educational purposes.
- Enhance staff efficiency by providing automated suggestions for improving teaching materials and daily administrative tasks.

AI tools must not be used to:

- Process, analyse, or store personal data of pupils, staff, or other individuals.
- Engage in marketing activities.
- Make automated decisions regarding pupils or staff.

Children will **not** directly use AI tools due to age restrictions set by providers. Instead, they will be taught about AI through lessons that align with the Computing National Curriculum (England), focusing on understanding the role of AI in society, its benefits, and its limitations.

Monitoring and Accountability

The use of AI tools will be monitored to ensure compliance with this policy, the school's Data Protection Policy, Acceptable Use Policy, Safeguarding and Child Protection Policy and Online Safety policy.

- **Access Control:** Staff must use AI tools with authorised school accounts only. Access will be monitored by the SLT and the DSLs. The use of personal accounts to access AI tools for school purposes is prohibited.
- **Output Review:** Staff must review AI-generated outputs for accuracy, quality, relevance, ethical considerations and appropriateness before use.
- **Monitoring:** develop clear policy and procedure for using AI appropriately, regularly review AI tools used in school to ensure appropriateness to tasks undertaken, provide regular training to staff using AI (admin, teaching and TA teams), review DPIA for use of AI in school annually.
- **Intellectual property:** Abide by legal responsibilities when using AI for both text and images.
- **Emerging AI:** Staff to discuss new AI tools that they may become available to them so that they can be assessed for the school.

Any misuse of AI tools must be reported immediately to the Headteacher (Nicky Green), Data Protection (Lynn Knox) or WCC Data Protection Officer (DPO).

Security of Personal Data

To ensure the security of personal data:

- AI tools will not be used to input, process, or analyse personal or sensitive data.
- All staff will receive training on data protection principles, specifically regarding anonymised and non-personalised inputs into AI tools regularly.
- Any outputs containing sensitive or inappropriate information must be discarded and reported to the Data Protection (who will raise this with WCC DPO if needed).
- AI providers must comply with UK GDPR, and contracts with providers will be reviewed to ensure compliance.

Training Requirements

All staff using AI tools will receive training on:

- The appropriate use of AI in line with this policy.
- Safeguarding and data protection principles when using AI.
- Recognising and addressing potential biases or inaccuracies in AI-generated outputs.
- Procedures for reporting concerns or misuse of AI tools.

Safeguarding Considerations

The school recognises its duty to safeguard children and prevent potential risks associated with AI use. To this end:

- AI tools will not be used to communicate directly with pupils.
- Staff must review AI-generated educational content to ensure it aligns with safeguarding standards and age-appropriateness.
- Pupils will be educated on AI concepts and tools in a safe, age-appropriate manner as part of the Computing National Curriculum (England). This will not include direct use of AI tools in school.
- Concerns about inappropriate or harmful content generated by AI tools must be reported immediately to Nicky Green.

Responding to an incident or disclosure

Our response is always based on sound safeguarding principles and follows school safeguarding and disciplinary processes. It is calm, considered and appropriate and puts the learner at the centre of all decisions made.

- All AI incidents (including data breaches and/or inappropriate outputs) must be reported promptly to the relevant internal teams. Effective reporting helps mitigate risks and facilitates a prompt response.
- Where relevant / required incidents will be reported to external agencies e.g., Police, LADO, DPO, ICO.
- All AI related incidents will be recorded through the school's normal recording systems

In the case of misuse of AI by staff, the normal staff disciplinary processes will be followed.

Risk assessment

It is key that our approach to managing risk aligns with, and complements, our broader safeguarding approach.

The school understands that despite many positive benefits in the use of AI, there are some risks that will need to be identified and managed, including:

- Legal, commercial, security and ethical risks
- Data Protection
- Cyber Security
- Fraud
- Safeguarding and well-being
- Duty of care

8. Linked Documents

This policy should be read in conjunction with the following school policies:

- **Online Safety Policy**
- **Acceptable Use Policies (AUP)**
- **Staff Code of Conduct**
- **Data Protection Policy**
- **Safeguarding and Child Protection Policy**

These documents collectively establish the school's expectations for the safe and responsible use of technology.

9. Policy Review and Updates

This policy will be reviewed annually or whenever significant changes occur in AI technologies or their usage within the school. The review will be conducted by the Headteacher in conjunction with Holly Pemberton and Sarah Fitzgerald Entrust Education and WCC ICTDS technical services, incorporating feedback from staff and any relevant stakeholders.

Policy Approval

Headteacher: Nicky Green

Date: January 2026