St Saviour's Catholic Primary and Nursery School

Artificial Intelligence (AI) Policy 2026-2027

Legal Status:	Non-Statutory
Last Review:	……
Review date:	October 2026
Next Review:	October 2027
Responsible Person:	Governing Body

Mission Statement

"Keeping Jesus at the heart of everything we do."

Rationale

At St Saviour's, it is a fundamental aim that every member of our community is equipped to flourish in an ever-changing technological landscape. We believe that Artificial Intelligence (AI) can be a powerful tool to enhance the learning experience and support the wellbeing of our staff and pupils.

Our AI Policy is rooted in our commitment to equity, transparency, and safety. We recognise that while AI can automate tasks and provide creative opportunities, staff remain the ultimate authors and responsible parties for all content created. This policy ensures that we use technology not as an end goal, but as a means to enable learning everywhere.

The purpose of this policy is to provide a framework for the use of AI tools by staff, pupils, and third parties. Staff use AI creatively and responsibly with learners to enhance their teaching, create customised resources, teach learners to understand how Generative AI works, how to use AI carefully and safely, and seek to automate workload tasks.

Principles

Our use of AI is guided by the following principles:

• **Human-Centred Mindset**: Staff show thought and care when using AI systems. Staff remain the authors of content created and retain ultimate professional responsibility and accountability for all outputs. AI should assist, not replace, human judgment.

• **Transparency and Accountability**: AI systems should be transparent and understandable. When AI is used to create content, this must be clearly disclosed (to SLT).

• **Fairness and Non-Discrimination**: AI systems must treat all people fairly, avoiding bias and discrimination. We must actively monitor AI outputs for potential bias and correct or mitigate this e.g. *searching for an image of a primary school teacher will return a picture of a female, whilst searching for a princess will return the image of a Disney style white princess. Mitigations must be made to inputs to avoid such bias.*

• **Data Protection and Privacy**: Use of AI must be secure and respect privacy. We ensure strict adherence to UK GDPR and Data Protection legislation. Data minimisation principles must be applied, and adequate security systems must be in place. Until safeguarding protocols are in place, students will not use AI within lessons (unless being taught about AI by an external provider or as part of a curriculum End Point – Upper Key Stage 2).

• **Reliability and Safety:** AI systems must be reliable and safe. This includes using tools with robust content filtering and monitoring capabilities, and continuous evaluation of AI tools and applications. As a school, we will use either Chat GPT, Microsoft Copilot or Google Gemini.

Core Rules for AI Use

Our rules for interacting with AI are simple:

1. We protect our community's data: identifiable information is never entered into unauthorised Generative AI systems.

2. We verify and edit: AI is a starting point, but we always check outputs for facts, bias, and suitability (80/20).

3. We seek permission: any AI tool used outside of Chat GPT, Google Gemini or Microsoft Copilot must be approved by the Senior Leadership Team.

Enhancing Teaching and Supporting Workload

Staff to use approved AI systems for:

- **Tailoring Resources**: Simplifying texts for SEND learners, adapting lesson resources, or creating customised feedback

- **Creative Lesson Aids**: Generating models, images, or songs to avoid copyright issues and enrich lessons.

- **Reducing Admin**: Drafting emails, reports, and planning overviews to free up time for quality first teaching, supporting with risk assessments. *

If AI has been used in the creation of any admin task – such as report writing or writing moderation judgements – SLT must be informed where/how it has been used. As a school, we believe AI must be used in the 80/20 balance. Whilst AI may support with 80% of the task, it does not remove the human element needed to read, check and make pertinent to the school/class context.

**Whilst AI can provide a useful tool for formatting and structuring Risk Assessments, it must not and cannot replace the role of the visit lead in pre-visiting a location and dynamically assessing risks prior to a visit taking place.*

Roles and Responsibilities:

Computing Lead: Provide training on prompt engineering (Persona, Objective, Audience, etc.), monitor AI trends, and authorise new tools.

Class Teachers: Use AI responsibly to enhance teaching, ensure all AI-assisted content is accurate, and teach pupils about AI where appropriate (UKS2).

Headteacher and Senior Leaders: Ensure ethical and legal compliance, monitor the impact of AI on workload, and report effectiveness to governors.

Governors: Review AI principles and monitor the policy's impact on equity and data security.

Recording and Monitoring

The effectiveness of this policy is monitored regularly by the Senior Leadership Team. Any significant data breaches or misuses of AI will be logged and reported to the governing body. We remain committed to following DfE and UK Government guidance on Generative AI in education. As noted above, any time in which an administrative task uses AI input (e.g. a policy review), SLT must be notified.