

Balcombe C E (C) School



Artificial Intelligence (AI) Policy

Adopted by Governors:

Reviewed:

Next Review:

1. Purpose

This policy sets out how Balcombe C E Primary School will adopt and govern Artificial Intelligence (AI) responsibly, ethically, and lawfully. AI will be used to:

- Enhance high-quality teaching, learning, and leadership.
- Personalise learning so every pupil can thrive.
- Streamline administration to free teacherstime for what matters most.
- Safeguard children, uphold trust, and reflect the Christian ethos of the school.

2. Scope

This policy applies to all staff, pupils, governors, volunteers, contractors, and visitors who use or introduce AI tools within the school environment, both on- and off-site.

3. Definition

AI refers to any machine-based system that performs tasks requiring human intelligence, including natural-language tools (e.g. Copilot), adaptive learning platforms, image or data-analysis systems, and generative content creators.

4. Guiding Principles

Principle	In Practice at Balcombe C E Primary School
Human-Led Learning	Teachers remain in control; AI supports professional judgement and relationships.
Care & Safeguarding First	Pupil wellbeing, data privacy, and safety underpin all AI use.
Hope & Inclusion for All	AI is used to remove barriers and promote equity for SEND, disadvantaged and EAL pupils.
Aspiration Through Innovation	Staff and pupils explore creative, purposeful AI tools that improve outcomes and reduce workload.
Respect & Responsibility	AI content is checked for accuracy; intellectual property and ethical use are upheld.
Inquiry & Critical Thinking	Pupils learn how AI works, its benefits and limitations, fostering digital citizenship.
Sharing & Collaboration	Good practice and reflections are shared across staff, pupils, and the wider community.

5. Acceptable Use

- Staff may use Microsoft Copilot, TeachMate and The key for planning, marking support, communications, and analysis.
- Pupils may use AI only under direct adult supervision.
- No personal or identifiable data may be entered into open AI systems.
- All outputs must be reviewed for accuracy, bias, and appropriateness.

- AI-generated content must be clearly labelled where used.

6. Data Protection and Privacy

- All AI tools must comply with UK GDPR and the schools Data Protection Policy.
- The Data Protection Officer (DPO) must approve any tool processing pupil data.
- Personal or confidential data must never be uploaded to public AI platforms.
- Pupils must not use AI tools independently.

7. Risk Assessment and Safeguarding

- The DSL/Head and SBM maintain an AI Risk Register.
- All new tools undergo screening for bias, misinformation, data security, and age suitability.
- AI systems must not be used for emotion recognition, social scoring, or manipulative purposes.
- Concerns are logged through safeguarding and data-breach procedures.

8. Curriculum and CPD

- AI ethics and digital literacy are embedded in Computing and PSHE.
- Annual CPD ensures staff understand safe, effective, and innovative AI use.
- Pupils are taught to critically evaluate AI outputs and understand their rights.

9. Governance, Monitoring & Review

- Reviewed annually in Autumn Term or sooner if national guidance changes.
- Impact monitored via:
 - Staff workload and efficiency data
 - Pupil engagement and outcomes
 - Safeguarding audit and feedback

10. Communication

- Policy shared with all staff and governors.
- Parent summary distributed via newsletter and website.
- Pupils are informed in age-appropriate ways about AI use in school.

11. Complaints and Redress

- Concerns about AI use can be raised through existing safeguarding or complaints procedures.
- Pupils and parents may request explanations of AI-influenced decisions.

12. Success Measures

- Staff confidently use AI within agreed boundaries.
- Pupils demonstrate digital responsibility and curiosity.
- Governors can evidence oversight of ethical AI adoption.