



Fairway
Primary
School

AI Policy

Member of staff responsible:	Alison White
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PURPOSE

At Fairway Primary School, we understand the potential that Artificial Intelligence (AI), including generative AI, holds for schools. For example, it can be used to enhance pedagogical methods, customise learning experiences and progress education innovation, improve administrative processes.

We want to prepare staff and children for a future in which AI technology is present through raising awareness of the benefits and potential pitfalls.

We are also aware of the risks posed by AI, including data protection breaches, copyright issues, ethical complications, safeguarding and compliance with wider legal obligations.

This policy outlines the ethical use, deployment and oversight of Artificial Intelligence technologies (AI) within Fairway Primary School to enhance educational outcomes whilst safeguarding our school community.

It covers the use of AI tools by school staff, governors and pupils. This includes generative chatbots such as Google Gemini.

AIMS

This policy aims to:

- Support the use of AI to enhance teaching and learning
- Support staff to explore AI solutions to improve efficiency and reduce workload
- Prepare staff, governors and pupils for a future in which AI technology will be an integral part
- Promote equity in education by using AI to address learning gaps and provide personalised support
- Ensure that AI technologies are used ethically and responsibly by all staff, governors and pupils
- Protect the privacy and personal data of staff, governors and pupils in compliance with the UK GDPR and other data protection regulations
- Ensure that all AI generated resources are accurate and factual

DEFINITIONS

This policy refers to both 'open' and 'closed' generative AI tools. These are defined as follows:

- **Open Generative AI tools** are accessible and modifiable by anyone. They may store, share or learn from the information entered into them, including personal or sensitive information.
- **Closed Generative AI tools** are generally more secure, as external parties cannot access the data you input.

LEGISLATION

This policy reflects good practice guidelines / recommendations in the following publications:

- AI Regulation White Paper, published by the Department for Science, Innovation and Technology, and the Office for Artificial Intelligence
- Generative artificial intelligence (AI) and data protect in schools, published by the DfE

This policy also meets the requirements of the:

- UK General Data Protection Regulation (UK GDPR) – the EU GDPR was incorporated into UK legislation, with some amendments, by The Data Protection, Privacy and Electronic Communications Regulations 2020
- Data Protection Act 2018 (DPA 2018)

REGULATORY PRINCIPLES

We follow the 5 principles set out in the AI regulation white paper.

Regulatory Principle	We will...
Safety, security and robustness	<ul style="list-style-type: none">• Ensure that AI solutions are secure and safe for users and protect users' data• Ensure we can identify and rectify bias or error• Anticipate threats such as hacking
Appropriate transparency and explainability	<ul style="list-style-type: none">• Be transparent about our use of AI, and make sure we understand the suggestions it makes• Clear communication about what AI technologies are used, how data is managed and the benefits to the educational process.
Fairness	<ul style="list-style-type: none">• Only use AI solutions that are ethically appropriate, equitable and free from prejudice – in particular, we will fully consider any bias relating to small groups and protected characteristics before using AI, monitor bias closely and correct problems where appropriate• Ensure all AI applications are used to promote inclusive education and fair access to learning resources.
Accountability and governance	<ul style="list-style-type: none">• Ensure that the governing board and staff have clear roles and responsibilities in relation to the monitoring, evaluation, maintenance and use of AI
Contestability and redress	<ul style="list-style-type: none">• Make sure that staff are empowered to correct and overrule AI suggestions – decisions should be made by the user of AI, not the technology• Allow and respond appropriately to concerns and complaints where AI may have caused error resulting in adverse consequences or unfair treatment

IMPLEMENTATION

Fairway Primary School will provide training for staff on using AI tools effectively and understanding data privacy.

AI should be integrated into the curriculum only where pedagogically appropriate.

School will regularly review AI technologies to ensure they align with educational goals and ethical standards. We will establish channels for staff, pupils and parents/carers to share feedback or concerns regarding AI usage.

ROLES AND RESPONSIBILITIES

AI Lead

Our generative AI lead is the headteacher and Computing Lead. They are responsible for the day-to-day leadership, ownership and management of AI use in the school.

They will:

- Liaise with the data protection officer (DPO) to ensure that the use of AI is in accordance with data protection legislation
- Ensure that the guidance set out in this policy is followed by all staff
- Ensure staff are appropriately trained in the effective use and potential risks of AI
- Make sure pupils are taught about the effective use and potential risks of AI
- Sign off on approved uses of AI, or new AI tools, taking into account advice from the DPO and data protection impact assessments
- Review and update this AI policy as appropriate, and at least annually

The data protection officer (DPO) is responsible for monitoring and advising on our compliance with data protection law, including in relation to the use of AI. Our in house DPO is the headteacher and is contactable via email.

The governing board

- Take overall responsibility for monitoring this policy and holding the headteacher to account for its implementation in line with the school's AI strategy
- Ensure the headteacher is appropriately supported to make informed decisions regarding the effective and ethical use of AI in the school
- Adhere to the guidelines below to protect data when using generative AI tools:
- Use only approved AI tools
- Seek advice from the data protection officer, AI lead and the designated safeguarding lead, as appropriate
- Check whether the school are using an open or closed generative AI tool
- Ensure there is no identifiable information e.g. school name, children's names, school data included in what they put into open generative AI tools
- Acknowledge or reference the use of generative AI in their work
- Fact-check results to make sure the information is accurate

Safeguarding lead

The safeguarding lead is responsible for monitoring and advising on our compliance with safeguarding requirements including in relation to the use of AI, such as:

- being aware of new and emerging safeguarding threats posed by AI
- updating and delivering staff training on AI safeguarding threats
- responding to safeguarding incidents in line with Keeping Children Safe in Education (KCSIE)

Staff

As part of our aim to reduce staff workload while improving outcomes for our pupils, we encourage staff to explore opportunities to meet these objectives through the use of approved AI tools. Any use of AI must follow the guidelines set out in this policy.

To protect data when using generative AI tools, staff must:

- Use only approved AI tools
- Seek advice from the data protection officer as appropriate

- Check whether they are using an open or closed generative AI tool
- Ensure there is no identifiable information included in what they put into open generative AI tools
- Acknowledge or reference the use of generative AI in their work
- Fact-check results to make sure the information is accurate and factual

All staff play a role in ensuring that pupils understand the potential benefits and risks of using AI in their learning. All of our staff have a responsibility to guide pupils in critically evaluating AI-generated information and understanding its limitations.

Pupils

Pupils must:

- Follow the guidelines set out in this policy

Parents/Carers

As part of this policy school will aim to engage with parents/carers through offering in school sessions, sharing information in newsletters and on the school website.

APPROVED USE OF AI

We are committed to helping staff and governors reduce their workload. Generative AI tools can make certain written tasks quicker and easier to complete, but cannot replace the judgement and knowledge of a human expert.

Whatever tools or resources are used to produce plans, policies or documents, the quality and content of the final document remains the professional responsibility of the person who produced it.

Any plans, policies or documents created using AI should be clearly attributed. Any member of staff or governor using an AI-generated plan, policy or document should only share the AI-generated content with other members of staff or governors for use if they are confident of the accuracy of the information, as the content remains the professional responsibility of the person who produced it.

Staff and governors should always consider whether AI is the right tool to use. Just because the school has approved its use doesn't mean it will always be appropriate.

Given how rapidly AI is evolving, this is a living document that is updated as and when we come across a new AI tool that we would like to approve for our school, and the approved uses for each tool. This list will be regularly updated to reflect tools used within school.

Approved tools	Approved uses
Google Gemini	Document writing, making resources
Co pilot	Taking meeting notes
Canva	Used for the creation of images

PROCESS FOR APPROVAL

Staff are welcome to suggest new ways of using AI to improve pupil outcomes and reduce workload. Staff should contact the headteacher to discuss any ideas they may have with regards to using AI, so the headteacher can take the suggestions forward if they deem it to be a satisfactory new method of working.

The headteacher is responsible for signing off on approved uses of AI, or new AI tools, taking into account professional advice and considering the DPO and data protection impact assessments.

DATA PROTECTION AND PRIVACY

To ensure that personal and sensitive data remains secure, no one will be permitted to enter such data into unauthorised generative AI tools or chatbots.

If personal and / or sensitive data is entered into an unauthorised generative AI tool, the school will treat this as a data breach and will follow the personal data breach procedure outlined in our data protection policy.

INTELLECTUAL PROPERTY

Most generative AI tools use inputs submitted by users to train and refine their models.

Pupils own the intellectual property (IP) rights to original content they create. This is likely to include anything that shows working out or is beyond multiple choice questions.

Pupils' work must not be used by staff to train generative AI models without appropriate consent or exemption to copyright.

Exemptions to copyright are limited – we will seek legal advice if we are unsure as to whether we are acting within the law.

BIAS

We are aware that AI tools can perpetuate existing biases, particularly towards special characteristics including sex, race and disability. This means that critical thought must be applied to all outputs of authorised AI applications. This means fact and sense-checking the output before relying on it.

We will ensure we can identify and rectify bias or error by training staff in this area.

We also regularly review our use of AI to identify and correct any biases that may arise.

If parents / carers or pupils have any concerns or complaints about potential unfair treatment or other negative outcomes as a consequence of AI use, these will be dealt with through our usual complaints procedure.

ETHICAL AND RESPONSIBLE USE

We will always:

- Use generative AI tools ethically and responsibly
- Remember the principles set out in our school's equality policy when using generative AI tools
- Consider whether the tool has real-time internet access, or access to information up to a certain point in time, as this may impact the accuracy of the output
- Fact and sense-check the output before relying on it

Staff and governors must not:

- Generate content to impersonate, bully or harass another person
- Generate explicit or offensive content
- Input offensive, discriminatory or inappropriate content as a prompt

EDUCATING PUPILS ABOUT AI

At Fairway Primary School, we acknowledge that pupils benefit from a knowledge-rich curriculum that allows them to become well-informed users of technology and understand its impact on society. Strong foundational knowledge will ensure that pupils develop the right skills to make the best use of generative AI.

Within both the computing and PSHE curriculum, pupils are taught about the potential benefits of using AI tools to aid their learning, while also covering subjects such as:

- Creating and using digital content safely and responsibly
- The limitations, reliability and potential bias of generative AI
- How information on the internet is organised and ranked
- Online safety to protect against harmful or misleading content

Use of AI by pupils

We recognise that AI has many uses to help pupils learn.

Pupils may use AI tools:

- As a research tool to help them find out about new topics and ideas
- When specifically studying and discussing AI in schoolwork, for example in IT lessons

All AI-generated content must be properly attributed and appropriate for the pupils' age and educational needs.

AI may also lend itself to cheating and plagiarism. To mitigate this, pupils may not use AI tools:

- during assessments
- to write their homework or class assignments, where AI-generated text is presented as their own work
- to complete their homework, where AI is used to answer questions set and is presented as their own work (for example, maths calculations)

This list of AI misuse is not exhaustive.

Where AI tools have been used as a source of information, pupils should reference their use of AI. The reference must show the name of the AI source and the date the content was generated.

Pupils must consider what is ethical and appropriate in their use of AI and must not:

- generate content to impersonate, bully or harass another person
- generate explicit or offensive content
- input offensive, discriminatory or inappropriate content as a prompt

BREACH OF THIS POLICY

By staff

Breach of this policy by staff will be dealt with in line with our staff code of conduct.

Where disciplinary action is appropriate, it may be taken whether the breach occurs:

- during or outside of working hours
- on an individual's own device or a school device
- at home, at school or from a remote working location

Staff members will be required to co-operate with any investigation into a suspected breach of this policy.

This may involve providing us with access to:

- the generative AI application in question (whether or not it is one authorised by the school)
- any relevant passwords or login details

You must report any breach of this policy, either by you or by another member of staff, to the headteacher immediately.

By pupils

Any breach of this policy by a pupil will be dealt with in line with our behaviour policy