Trellech Primary School

Artificial Intelligence Policy (AI)

Document Control	
Document Owner	Katy Peacock & Sci and Tech Lead
Approved by	TPS Governing Body
Approval Cycle	Annual
Next Review Date	November 2027

Document History			
Version	**Date (Month/ Year)**	**Reviewers**	**Note of Revision**
V1	11/ 2026	KP, LoL, Staff	New Policy

Introduction

At Trellech Primary School, we recognise the transformative potential of Artificial Intelligence (AI) in enhancing education and supporting school operations. However, with this potential comes a responsibility to ensure that AI is used safely, ethically, and in a way that protects the rights and well-being of our pupils and staff.

This policy has been developed to guide the appropriate use of AI in our school. It ensures that AI tools are used to support learning and administration without compromising safeguarding, data protection, or the values of our school community. As AI becomes more integrated into everyday life, it is essential that we teach our pupils and staff to use it responsibly and critically.

Purpose

This policy outlines the responsible use of AI technologies at Trellech Primary School to support teaching, learning, and school operations while ensuring the safety, privacy, and well-being of all pupils and staff

Scope

This policy applies to:

- All staff, pupils, and visitors using AI tools or systems on school premises or through school-managed platforms
- Any AI technology used in teaching, administration, or communication

Guiding Principles

- Child-Centred: AI use must always prioritise the safety, development, and rights of children
- Transparency: Staff, pupils, and parents should understand when and how AI is being used
- Fairness and Inclusion: AI must not reinforce bias or discrimination
- Data Protection: All AI tools must comply with GDPR and school data protection policies
- Use of AI only via Welsh Government-approved AI tools. (HwB)

Acceptable Use of AI

AI may be used in the following ways:

- Teaching and Learning: To support lesson planning, generate creative content, or personalise learning experiences
- Administrative Tasks: To streamline tasks such as scheduling, communication, or data analysis
- Pupil Support: To assist with accessibility tools (e.g. speech-to-text, translation)

Unacceptable Use of AI

AI must not be used for:

- Making decisions about pupil behaviour, assessment, or safeguarding without human oversight
- Generating inappropriate, misleading, or harmful content
- Replacing human interaction in pastoral care or safeguarding matters

Staff Responsibilities

- Ensure AI tools used are age-appropriate and approved by the school's leadership
- Supervise pupil use of AI and report any misuse through appropriate school safeguarding procedures
- Stay informed about the capabilities and limitations of AI tools.
- Staff will ensure appropriate human oversight, review and verification when using AI-generated content and outputs before use.

Pupil Use of AI

- Pupils may use AI tools as instructed by an adult, under supervision for learning activities
- Pupils will be taught about AI literacy, including how to use it responsibly and critically

Parental Engagement

- Parents will be informed about how AI is used in school
- The school will provide guidance to help families understand AI and support safe use at home.

Compliance

- Breaches of this policy will be addressed in line with the school's behaviour and disciplinary procedures
- We will comply with all relevant legislation and guidance, with reference to guidance contained in Keeping Learners Safe
- We will provide relevant training for staff *and governors* in the potential advantages, use of and potential risks of gen AI. We will support staff in identifying training and development needs to enable relevant opportunities.
- We will seek to embed learning about gen AI as appropriate in our curriculum offer, including supporting learners to understand how gen AI works, its potential benefits, risks, and ethical and social impacts. The school recognises the importance of equipping learners with the knowledge, skills and strategies to engage responsibly with gen AI tools.
- As set out in the staff acceptable use agreement, staff will be supported to engage with gen AI tools responsibly, ensuring the protection of both personal and sensitive data.
- Staff will always ensure gen AI tools used comply with UK GDPR and other data protection regulations, verifying with the Data Protection Officer (DPO) that tools comply with

standards set by the Information Commissioner's Office (ICO) before using them for work related to the school.

- All staff will be required to carefully consider the use of any gen AI tool and involve senior leadership in decision-making around its use.
- Staff should always use school-provided accounts for work purposes. These accounts are configured to comply with organisational security and oversight requirements, reducing the risk of data breaches.
- We will protect sensitive information. Schools and practitioners will not input any personal data, learner data or other sensitive or confidential information into gen AI tools.
- The school will ensure that when gen AI is used, it will not infringe copyright or intellectual property conventions. Care will be taken to avoid intellectual property, including that of the learners, being used to train gen AI models without appropriate consent.

Staff must report any incidents involving gen AI misuse, data breaches or inappropriate outputs immediately to the relevant safeguarding lead

Risk Assessment Matrix

Risk Area	**Risk Description**	**Likelihood (Low/Med/High)**	**Impact (Low/Med/High)**	**Risk Level (Low/Med/High)**	**Mitigation Measures**
Gen AI training	Insufficient training or guidance impacting the ability of staff to adopt, use, and monitor gen AI safely and ethically within their school.	**M**	**M**	L	Ensure all staff can access regular training to support the safe and ethical use of gen AI in teaching and learning.
Data Protection and Privacy Breaches	Complexity of the tech and contracts will make it hard for schools to fully understand what use the gen AI provider will make of data inputted (including inadvertent provision of personal data). Unauthorised access to sensitive data or personal information, leading to safeguarding concerns and commercial risk.	L	M	M	Due diligence including advice from DPO before signing contract. Implement strong encryption, regular audits, and UK GDPR-compliant data management policies and conduct regular privacy audits.
Cyberbullying	Increased potential for bullying through	L	H	L	Monitor gen AI communicatio n tools,

	AI-mediated communication tools.				implement clear reporting mechanisms, and provide learner support.
Over-reliance on gen AI	Over-reliance on gen AI tools reducing interpersonal interactions among learners. Reduction in teacher autonomy and critical decision-making by overusing gen AI tools.	M	L	L	Encourage collaborative learning activities and balance gen AI use with social engagement. Define clear boundaries for gen AI use and regularly review its impact on pedagogy.
Emotional Manipulation	Gen AI systems unintentionally affecting learner mental health through curated content.	L	L	L	Monitor AI-generated content, involve mental health professionals, and promote media literacy.
Inappropriate Content or Conduct	Gen AI exposing learners to harmful or unsuitable materials / behaviour	L	H	M	Conduct rigorous testing of gen AI tools, apply effective filtering and monitoring and ensure human oversight.
Mental Health Impacts	Overuse of gen AI tools causing stress, anxiety, or dependency in learners.	L	L	L	Monitor usage patterns, provide mental health resources, and set

					expectations on use of gen AI systems.
Bias and Discrimination	Gen AI systems propagating biases that impact learner wellbeing or inclusion. Gen AI models producing discriminatory or biased outcomes.	L	L	L	Regularly audit gen AI algorithms for bias and provide inclusive media literacy education and training.
Misuse of AI	Learners using gen AI tools for harmful, unethical or illegal purposes (e.g. nudification).	L	H	M	Educate learners on responsible and appropriate gen AI use and establish clear usage policies.
Misinformation	Creation or spread of harmful or misleading AI-generated content.	L	H	L	Educate staff and learners to verify gen AI outputs and establish clear policies for verifying content authenticity.
Digital Divide	Inequitable access to gen AI tools among learners from diverse demographic groups.	L	L	L	Provide equitable access to gen AI resources and ensure alternative solutions are available.
AI Ethics Awareness	Lack of awareness among staff and learners about	L	L	L	Provide training and education on gen AI ethics

	ethical implications of gen AI.				and its responsible usage. Establish an 'Ethics in AI' group.
Data Accuracy	Gen AI systems generating inaccurate or misleading recommendations.	L	L	L	Regularly validate gen AI outputs and involve human oversight in decision-making.
Legal Compliance	Non-compliance with laws regarding gen AI usage and learner data.	L	L	L	Understand legal requirements. Conduct legal reviews and consult experts on gen AI-related regulations.
Cyber-Security	Increased use of gen AI tools in cyberattacks targeting school systems and data.	L	M	L	Strengthen cybersecurity protocols and educate staff and learners on safe online practices.

Likelihood and Impact Definitions

- **Likelihood**: The likelihood that the identified risk will occur.
    - Low: Unlikely to occur under normal circumstances.
    - Medium: Possible occurrence based on past trends or vulnerabilities.
    - High: Likely to occur without intervention.
- **Impact**: The severity of impact should the risk materialise.
    - Low: Minimal disruption with limited consequences.

- Medium: Moderate disruption affecting key processes.
- High: Significant disruption with severe consequences.