

Berlesduna Academy Trust Artificial Intelligence (AI) Policy

1. Purpose and Scope

This policy outlines the principles and procedures for the safe, ethical, and effective use of Artificial Intelligence (AI) across Berlesduna Academy Trust. It applies to all staff, pupils, governors, and third-party providers engaging with AI technologies in educational, administrative, or operational contexts.

2. Guiding Principles

- Human-centred approach: AI must support—not replace—human decision-making and teaching.
- Safety first: All AI use must prioritise safeguarding, data protection, and pupil wellbeing.
- Transparency and accountability: AI use must be clearly communicated and responsibly managed.
- Educational enhancement: AI should be used to improve learning outcomes, reduce workload, and support personalised education.

3. Acceptable Use of AI

AI may be used for:

- Lesson planning, resource creation, and administrative support.
- Personalised learning and feedback.
- Data analysis to support school improvement.
- Supporting SEND and inclusion strategies.

AI must not be used for:

- Unsupervised pupil interaction without appropriate filtering and monitoring.
- Generating assessments or grades without human oversight.
- Processing personal or sensitive data without explicit consent.

4. Safeguarding and Ethics

- AI tools must be vetted for age-appropriateness and safety.



- Staff must be trained to identify and mitigate risks such as bias, misinformation, and over-reliance.
- A Designated Safeguarding Lead (DSL) must oversee AI-related safeguarding concerns.
- AI use must not compromise pupil privacy, intellectual property, or online reputation.

5. Data Protection and Intellectual Property

- AI tools must comply with UK GDPR and DfE's product safety framework.
- Staff must avoid inputting identifiable or sensitive data into AI systems.
- AI-generated content must be reviewed for copyright compliance.
- Pupil and staff work must not be used to train AI models without consent.

6. Staff and Pupil Training

- All staff will receive CPD on AI risks, benefits, and ethical use.
- Pupils will be taught critical thinking and responsible AI use as part of the digital curriculum.
- Governors will be briefed on AI policy and oversight responsibilities.

7. Monitoring and Filtering

- AI tools must be used through school-approved platforms with appropriate filtering and monitoring in place, as per UKSIC and LGfL standards.
- Regular audits will be conducted to assess AI use and compliance.

8. Reporting and Incident Management

- Any misuse, data breach, or inappropriate AI output must be reported immediately to the DSL or Data Protection Officer.
- Clear channels for reporting concerns will be maintained for staff, pupils, and parents.

9. Policy Review and Governance

- This policy will be reviewed annually or in response to significant changes in AI technology or national guidance.
- The Trust will engage with DfE updates, LGfL think tanks, and UKSIC resources to remain current.