



# AI Policy

Date	Actions taken	Responsible
13/5/25	Policy created	K McIlveen C Hart
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## Queens' Federation AI Policy

### Introduction

In today's world, artificial intelligence (AI) is becoming a bigger part of our everyday lives – from voice assistants like Siri and Alexa, to tools that help us learn, play and stay safe online. As AI continues to shape the future, it is important that the Queens' Federation supports the safe, responsible and thoughtful use of these technologies.

At the Queens' Federation, we recognise that AI can offer exciting opportunities to support teaching and learning. This policy sets out how we will use AI in our school to ensure it supports our values, keeps our pupils safe and helps everyone understand how to use it wisely. It also guides teachers, staff, pupils and families on how AI should – and should not – be used in our school environment.

### Aims

Our Federation aims to:

- Ensure that Artificial Intelligence (AI) will be integrated responsibly into our activity. In this context AI refers to generative AI tools such as ChatGPT as well as other tools, both educational and administrative, that include AI features.
- Prioritise the safeguarding of our pupils and their online safety and will not knowingly use any AI technology that puts them at greater risk.
- Ensure that staff will not provide intellectual property, including pupils' work, to train Generative AI models without appropriate consents or exemptions in place.

### Legislation and guidance

The Queens' Federation expects everyone who uses AI to comply with all relevant laws, regulations, policies and guidelines covering safeguarding, data protection, copyright and other relevant areas.

This policy takes account of statutory guidance included in Keeping Children Safe in Education and DfE guidance on Meeting Digital and Technology Standards in Schools and Colleges and is informed by the DfE guidance Generative artificial intelligence (AI) in education. It is also cross-referenced with the Queens' Federation's online safety policy.

### Principles

In implementing and using generative AI, the Queens' Federation will follow these key principles:

**Ethical Compliance:** At the Queens' Federation we are aware that AI-generated content may possess biases or inaccuracies. We will always verify AI-produced results using trusted sources before considering them in academic work. We are committed to ensuring that whenever Generative AI is used bias of all forms will be addressed.

**Transparency:** We will ensure that pupils, staff, parents and other stakeholders are aware when and why Generative AI is used in school.

**Privacy:** We will comply with all current data protection legislation ensuring that parental consent is sought and obtained for the use of AI where necessary. We will safeguard all pupil, staff, and stakeholder data. Our Data Protection Policy can be found on our website.

**Accountability:** The Queens' Federation holds itself accountable for the implementation and development of AI systems. We will identify a member of the Leadership Team who will lead this work and will ensure compliance with this policy.

**Access:** We will only allow the use of AI with pupils when it has been demonstrated that its use will enhance the experience of pupils and could improve their outcomes.

**Workload:** At the Queens' Federation we look for ways to better manage the workload of our staff. We will only implement AI when it has been shown that to do so will reduce the demands on staff. AI should enhance, not replace, human creativity. Examples include but are not limited to lesson planning, quiz creation, and flashcard generation.

### **Responsible Use of AI by staff**

In some situations, staff at the Queens' Federation may find it helpful to use AI. The use of AI tools and assistants should be explored with a view to save time and reduce staff administration and workload but the following principles must be complied with:

- Staff can use AI tools to support their work as long as no personal data is shared with the tool. Staff must be open and transparent with their colleagues when they have used generative AI to produce curriculum materials. This will allow colleagues to check the reliability and veracity of the resources produced.
- Staff wanting to use AI must conduct a risk assessment in the form of a GDPR compliant DPIA to assess the threat to personal data. Approval to use an AI tool will only be granted when a DPIA has been completed and needs to be agreed by our DPO.
- Staff are expected to use their professional judgement to check any AI generated content for accuracy, bias and relevance before it can be used in the classroom. Staff must not use AI generated content where they have not carried out necessary and appropriate checks.

### **Educating Pupils about AI**

At the Queens' Federation, we believe it is important to help our pupils understand the world they are growing up in, including the role of AI in society. However, while AI is becoming more common in everyday life, we have made the decision that our primary school children will *not* use AI tools directly as part of their learning in school at this time.

This decision reflects our commitment to age-appropriate learning, digital safety and the importance of developing core skills such as critical thinking, creativity and problem-solving without over-reliance on technology.

Instead, we will support children by teaching them *about AI* – what it is, where it can be found (e.g. in search engines and voice assistants), and how it is used in the world around them. Our goal is to prepare children to become informed digital citizens, who are ready to engage with technology in thoughtful and responsible ways as they grow. As part of our Computing curriculum and through the Purple Mash teaching website, pupils will be taught the following:

- The opportunities and risks arising from the use of Artificial Intelligence in ways appropriate to their age and educational key stage.
- How to use generative AI ethically and to avoid it being misused.
- The threats posed by AI and will be expected to apply the knowledge they have regarding copyright, intellectual property and plagiarism to ensure that their use of AI is ethical and legal and complies with the existing legal framework.

### **Policy Review**

At the Queens' Federation, we understand that AI is a rapidly developing technology. What is seen as good practice today might be regarded as dangerous in the future. This policy will be kept under review by the leadership team and will be formally reviewed on an annual basis.