



Artificial Intelligence (AI) Policy

Last updated Jul 2026

1. Statement of Intent

Artificial Intelligence (AI) is increasingly embedded in education, offering opportunities to enhance teaching, learning, assessment, and administrative efficiency.

At NCJPS, we recognise that the technology has many benefits and the potential to enhance outcomes and educational experiences, with the opportunity to support staff in reducing workload.

At NCJPS, we recognise that introducing AI into school life brings certain challenges and potential risks. However, these can be effectively managed through strong governance, robust safeguarding practice and the careful application of our existing policies. Where needed, we will adapt and strengthen our procedures to ensure they remain fit for purpose as AI technologies evolve.

At NCJPS, we are committed to ensure that both staff and pupils develop a clear understanding of how to use AI safely, responsibly, and ethically. We will equip our community with the knowledge and skills required to navigate a future in which AI is likely to play an increasingly significant role in education and wider society.

Above all, the protection and wellbeing of our pupils and staff will continue to guide every decision we make. Safeguarding remains central to our approach and will underpin all aspects of AI use within the school.

Our school is committed to using AI responsibly, safely, ethically, and transparently, ensuring that all practice aligns with:

- KCSIE 2026
- UK GDPR
- Data Protection Act 2018
- SWGfL Online Safety Guidance
- Education for a Connected World (UKCIS)
- ProjectEVOLVE
- Local safeguarding partnership expectations

Safeguarding children remains paramount. AI use must never compromise learner safety, wellbeing, or data security.

2. Related Policies

This policy should be read alongside:

- Data Protection Policy
- Online Safety Policy
- Behaviour Policy
- Anti-Bullying Policy
- Safeguarding & Child Protection Policy
- Acceptable Use Agreements (Staff & Pupils)
- Staff Code of Conduct
- Curriculum Policies (Computing, PSHE, Digital Literacy)

3. Policy Principles

We recognise that Artificial Intelligence (AI) can make a meaningful contribution to teaching, learning and the wider running of the organisation. AI has the potential to enrich classroom practice, strengthen pupil outcomes, streamline administrative tasks, reduce unnecessary workload, and help prepare both staff and pupils for a future in which AI will be embedded across society. Staff may use AI tools to support their professional duties where this is appropriate, safe and purposeful. All staff remain fully accountable for any use of AI in their work and must operate within the expectations, safeguards and procedures set out in this policy.

We will meet all statutory requirements relating to AI, including those outlined in Keeping Children Safe in Education (2026), UK GDPR, the Data Protection Act 2018, and relevant guidance from SWGfL, UKCIS and the ICO. Compliance with these frameworks is essential to ensure that AI is used safely, ethically and in a way that protects children and staff.

We will provide ongoing training for staff, governors and relevant stakeholders so they understand the opportunities and limitations of AI, the risks associated with its use, and the professional responsibilities involved. Staff will be supported to identify their own development needs and will have access to appropriate training that enables them to use AI confidently, safely and effectively.

Learners will be taught about AI as part of a broad and age-appropriate digital education programme. This will include developing an understanding of how AI works, its ethical implications, and the benefits and risks associated with its use. The school is committed to equipping pupils with the knowledge, skills and critical thinking needed to engage responsibly with AI tools now and in the future.

In line with our Acceptable Use Agreements, all AI use within the school must be responsible, safe and sensitive to data protection requirements. Staff must take great care when handling personal or confidential information and must not input identifiable or sensitive data into AI systems. Only anonymised or synthetic data may be used unless the tool has been formally approved and assessed through a Data Protection Impact Assessment (DPIA).

Staff must ensure that any AI tool they use complies with UK GDPR and meets the school's security expectations. Before using an AI system for school-related work, staff must confirm that it meets required data protection standards and has been authorised for use. Only AI tools approved by the school may be used, and staff must access them through school-issued accounts configured to meet organisational security, monitoring and safeguarding requirements.

Sensitive information must be protected at all times. Staff must not upload internal documents, strategic plans, safeguarding information or any other confidential material to third-party AI systems unless the tool has been formally vetted and authorised for that purpose. Staff must remain vigilant and recognise the importance of safeguarding sensitive data.

We will ensure that AI use respects copyright and intellectual property rights. Learner work, staff materials and copyrighted content must not be used to train generative AI systems without appropriate consent or legal basis. Staff must take care to avoid infringing intellectual property when using or generating AI content.

Any incident involving AI misuse, inappropriate outputs, data breaches or concerns about safety must be reported immediately through established reporting routes. Prompt reporting enables swift action, reduces risk and ensures that safeguarding remains central to our response.

We will maintain an up-to-date inventory of all AI systems in use, including their purpose, data flows, risk level and approval status. Regular audits will be carried out to assess the impact of AI on pupils, staff and school operations, ensuring that risks are identified and mitigated.

We recognise that AI systems can produce biased or discriminatory outputs. We will take proactive steps to identify and address bias, ensuring that fairness, equality and pupil wellbeing remain central to all AI use. Due diligence will be applied when procuring or implementing AI systems to ensure they meet ethical and safeguarding expectations.

Parents and carers will be supported to understand how AI is used within the school. Clear information will be shared through workshops, newsletters and online platforms so families can make informed decisions and support their children's safe use of AI at home.

AI may be used to support assessment and feedback, helping teachers identify gaps in learning or provide pupils with constructive guidance. Any use of AI for assessment must be carefully planned, purposeful and clearly linked to improving learning. AI must never replace professional judgement, and teachers must ensure pupils understand how to interpret AI-generated feedback safely and critically.

4. Roles & Responsibilities

4.1 Headteacher & Senior Leadership Team

SLT will:

- Set strategic direction
- Approve AI tools
- Oversee training
- Ensure compliance with KCSIE 2026
- Maintain an AI risk register and inventory

4.2 Designated Safeguarding Lead (DSL)

The DSL will:

- Assess safeguarding risks linked to AI
- Ensure AI is embedded in safeguarding training
- Respond to AI-related incidents
- Liaise with external agencies where required

4.3 Data Protection Officer (DPO)

The DPO will:

- Conduct DPIAs
- Advise on lawful data processing
- Ensure compliance with UK GDPR
- Review AI-related data breaches

4.4 Technical Team / IT Provider

They will:

- Maintain filtering & monitoring (SWGfL standards)
- Ensure secure configuration of AI tools
- Support staff with technical issues

4.5 Staff

Staff must:

- Use AI responsibly
- Follow Acceptable Use Agreements
- Protect sensitive data
- Model safe digital behaviour
- Teach pupils safe and ethical AI use

4.6 Governors

Governors must:

- Understand AI risks and opportunities
- Receive regular training
- Scrutinise AI use in curriculum, safeguarding, and administration

4.7 Parents & Carers

We will:

- Provide guidance
- Offer workshops
- Share updates via newsletters and online platforms

5. Vulnerable Learners

Vulnerable learners are more likely to be at risk from the misuse of AI... Children are considered to be vulnerable data subjects.

We will:

- Provide additional support
- Ensure AI use does not disadvantage SEND pupils
- Avoid automated decision-making for vulnerable groups
- Conduct DPIAs for any AI system interacting with pupil data

6. Reporting & Incident Response

6.1 Reporting

Staff, pupils, and parents may report:

- AI misuse
- Data breaches
- Harmful or biased outputs
- Technical concerns

6.2 Responding to Incidents

Our response is always based on sound safeguarding principles... calm, considered and appropriate.

We will:

- Record incidents in safeguarding systems
- Report externally where required
- Follow staff disciplinary procedures for misuse
- Notify the DPO of any data breach

7. Risk Assessment

Our approach to assessing and managing risk in relation to Artificial Intelligence is firmly rooted in the school's wider safeguarding culture. AI-related risks must be understood as part of the broader duty to protect children, staff and the school community. This means that any consideration of AI use must sit alongside existing safeguarding procedures, digital safety expectations and statutory responsibilities outlined in KCSIE 2026.

While AI offers significant educational and operational advantages, the school recognises that its use also introduces a range of potential risks that must be carefully identified, monitored and mitigated. These risks span several domains, including legal compliance, commercial and reputational exposure, data protection obligations, cyber-security vulnerabilities, and ethical considerations relating to fairness, transparency and responsible use. AI systems may also present opportunities for fraud or misuse if not properly controlled, and they can generate outputs that inadvertently impact pupil wellbeing or create safeguarding concerns.

In addition, we acknowledge that AI can influence decision-making processes, shape learning experiences and interact with pupil data. As such, the duty of care owed to children requires that all AI use is scrutinised through a safeguarding lens. This includes ensuring that pupils are not exposed to harmful content, biased outputs, inappropriate automation, or systems that compromise their privacy or safety. The school will therefore adopt a structured and proactive approach to risk assessment, ensuring that all AI tools and practices are evaluated for their impact on children, staff and the wider school environment.

Risk assessment will remain an ongoing process, informed by guidance from SWGfL, the ICO, and national safeguarding bodies. It will be revisited regularly to ensure that emerging risks are identified promptly and addressed through appropriate controls, training, monitoring and governance

8. Education & Curriculum

Our curriculum approach is designed to help pupils develop a confident, age-appropriate understanding of emerging digital technologies, including Artificial Intelligence. AI literacy is embedded across the school's teaching and learning offer so that children gain the knowledge, skills and critical thinking needed to navigate an increasingly digital world safely and responsibly.

Learning about AI will take place through a range of curriculum areas and wider opportunities. Within Computing, pupils will explore how digital systems operate and how AI contributes to modern technology. Through PSHE, pupils will consider the ethical, social and emotional implications of AI, including fairness, privacy and respectful online behaviour. ProjectEVOLVE resources will support structured progression in digital competence, ensuring pupils learn how to recognise risk, evaluate information and make informed choices. Additional opportunities will be woven through cross-curricular learning, assemblies, themed weeks, workshops and educational visits, enabling pupils to encounter AI concepts in meaningful and engaging contexts.

Pupils will be taught what AI is and how it functions at a level appropriate to their age and stage of development. They will learn how to use AI tools safely and ethically, understanding both the benefits and the limitations of these technologies. Teaching will include discussion of risks such as misinformation, algorithmic bias, inappropriate content and the potential for AI systems to make mistakes. Pupils will be supported to question and critique AI outputs, developing the ability to check accuracy, challenge assumptions and apply critical judgement. This approach ensures that children grow into digitally resilient learners who can use AI confidently and responsibly.

9. Training

We are committed to ensure that all staff have the knowledge, confidence and professional competence required to use AI safely, responsibly and effectively. Comprehensive training will be provided so that staff understand the opportunities AI offers, the risks it presents, and the expectations placed upon them when using AI in their work.

Training will cover core concepts such as how AI systems operate, the ethical considerations involved, and the importance of fairness and transparency. Staff will explore issues relating to bias, discrimination and harmful outputs, and will learn how to identify and mitigate these risks. Data protection and privacy will form a central part of training, ensuring staff understand their responsibilities under UK GDPR and how to handle information securely when using AI tools.

Safeguarding will be a key focus, with staff receiving clear guidance on how AI intersects with child protection, online safety and digital wellbeing. Training will also support staff in integrating AI into teaching and learning in a purposeful and pedagogically sound way, drawing on SWGfL guidance, national frameworks and updates from KCSIE 2026. Annual safeguarding training will include specific content on AI-related risks to ensure staff remain up-to-date with emerging issues and best practice.

10. Improper Use & Disciplinary Action

All staff are expected to use AI tools in a professional, safe and responsible manner. Any misuse of AI will be taken seriously and addressed in accordance with the school's Staff Disciplinary Policy. Improper use includes any action that compromises data protection, breaches safeguarding expectations or undermines the integrity of the school's systems and procedures.

Misuse may involve uploading confidential or sensitive information into AI systems, particularly where this data has not been anonymised or where the tool has not been approved for such use. It also includes using AI tools that have not been authorised by the school, generating content that is harmful, inappropriate or inconsistent with professional standards, or relying on AI in ways that bypass or replace professional judgement. Staff must also ensure that their use of AI respects copyright and intellectual property rights; any infringement of these obligations will be treated as a breach of policy.

We will respond promptly and proportionately to any concerns about improper use, ensuring that safeguarding, data protection and organisational security remain central to all decision-making.

11. Review date:

Artificial Intelligence Policy – July 2027