



The Blue Sky Federation

Respect – Responsibility – Resilience – Restorative

The Best You Can Be – Everyone, Every Day

ARTIFICIAL INTELLIGENCE (AI) POLICY

(DRAFT)

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1. Introduction

Artificial Intelligence (AI) is increasingly shaping the educational landscape, influencing how schools plan, teach, assess and communicate. The Blue Sky Federation recognises that AI has the potential to improve efficiency, reduce administrative workload and enhance learning opportunities for children when used appropriately.

However, AI does not replace professional expertise, relationships with children or the informed judgement of staff. Education remains a fundamentally human endeavour, rooted in trust, safeguarding, care and professional responsibility.

This policy establishes a clear and comprehensive framework to ensure that AI is used safely, ethically and effectively across Heelands School and Summerfield School. It reflects the Federation's commitment to maintaining the highest standards of safeguarding, data protection and educational integrity.

2. Federation Vision for Artificial Intelligence

The Blue Sky Federation is committed to ensuring that all use of AI reflects its core ethos:

The Best You Can Be – Everyone, Every Day

AI will be used to:

- enhance high-quality teaching and learning
- support inclusion and accessibility
- reduce unnecessary workload
- improve efficiency in administration
- support communication with families

AI will never be used to replace:

- professional judgement
- safeguarding responsibilities
- meaningful relationships with children
- the expertise of education professionals

All decisions affecting children, families or staff will remain human-led.

3. Purpose and Scope

This policy applies to:

- all staff, including teachers and support staff
- governors
- volunteers and trainees

- contractors
- visitors using Federation systems
- children, where AI forms part of their learning

It applies to all AI tools, whether:

- externally accessed (e.g. generative AI platforms)
- embedded within software (e.g. Office 365)
- used for teaching, administration or communication

4. Definition of Artificial Intelligence

Artificial Intelligence refers to computer systems capable of:

- generating content (text, images, audio or video)
- analysing data
- supporting decision-making
- automating processes

Examples include, but are not limited to:

- generative AI tools such as Copilot and ChatGPT
- AI-enhanced productivity tools
- image and media generators
- translation and accessibility tools
- transcription services

This policy applies equally to future developments in AI technologies.

5. Guiding Principles

All use of AI within the Federation is underpinned by the following principles:

AI should:

- support people, not replace them
- enhance learning and professional practice
- be transparent and accountable
- be subject to human oversight
- protect privacy and confidentiality
- promote equity and inclusion
- never compromise safeguarding

Professional judgement must always override AI-generated outputs.

6. Legal and Regulatory Framework

The Federation recognises its responsibilities under relevant legislation and guidance. AI use must comply with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Data (Use and Access) Act 2025
- Keeping Children Safe in Education (DfE)
- Equality Act 2010
- Copyright, Designs and Patents Act 1988
- Human Rights Act 1998
- Freedom of Information Act 2000 (where applicable)

AI practices are also informed by:

- DfE guidance on Generative AI in Education
- DfE Filtering and Monitoring Standards
- ICO guidance on AI and data protection
- JCQ guidance on AI and assessments

Legal responsibilities are embedded throughout this policy rather than treated as a separate requirement.

7. Governance and Leadership

Governors and leaders are responsible for ensuring that AI is used appropriately, safely and effectively.

Governors

Governors will:

- provide strategic oversight
- ensure risks are appropriately managed
- seek assurance on compliance and safeguarding
- monitor policy implementation

Executive Headteacher

The Executive Headteacher will:

- oversee implementation across the Federation
- ensure compliance with legislation
- approve AI-related practice
- report to governors
- ensure annual policy review

Senior Leaders

Senior leaders will:

- model best practice
- approve appropriate use of AI
- monitor implementation
- support staff
- ensure alignment with safeguarding and data protection

8. Professional Responsibilities of Staff

Staff remain fully accountable for all work produced using AI.

This includes responsibility for:

- accuracy of information
- safeguarding implications
- tone and professionalism
- bias and inclusivity
- compliance with legislation

Staff must:

- critically evaluate all AI outputs
- verify facts and sources
- amend content appropriately
- ensure relevance to the context of children and families

AI must never be used to produce content that is unchecked, impersonal or misleading.

9. Children and Artificial Intelligence

AI presents both opportunities and risks for children.

The Federation will ensure that children develop an age-appropriate understanding of:

- what AI is and how it works
- its limitations and inaccuracies
- misinformation and fake content
- online safety risks
- responsible and ethical use

AI will only be used in learning where:

- activities are carefully planned
- staff supervision is in place
- safeguarding risks are mitigated
- learning objectives are clear

Children must understand that AI supports thinking, but does not replace it.

10. Artificial Intelligence in Teaching and Learning

AI may support teaching by:

- generating ideas for lessons and activities
- adapting resources for different needs
- creating examples and models
- supporting differentiation

However, high-quality teaching remains dependent on:

- subject knowledge
- pedagogy
- assessment
- **and above all**, relationships with children

AI should enhance, not replace, these elements.

All outputs must be reviewed, adapted and contextualised by staff.

11. Artificial Intelligence in Assessment and Academic Integrity

Assessment must remain accurate, valid and fair.

AI may be used to:

- support planning of assessment materials
- analyse trends
- identify gaps in learning

However:

- teacher assessment must remain teacher-led
- children's work must be their own unless otherwise permitted
- statutory assessment requirements must be followed
- AI must not undermine assessment integrity

12. Safeguarding and Child Protection

Safeguarding remains paramount.

AI introduces risks including:

- deepfake content
- misinformation
- online exploitation
- impersonation
- inappropriate material

In accordance with **Keeping Children Safe in Education**, safeguarding is everyone's responsibility.

Any AI-related safeguarding concern must be:

- treated as a safeguarding concern
- recorded appropriately
- reported immediately to a Designated Safeguarding Lead

AI must never replace professional curiosity or safeguarding decision-making.

13. Data Protection, Privacy and Confidentiality

The Federation is committed to protecting personal data.

Staff must not input into AI systems:

- identifiable information about children
- safeguarding information
- SEND records
- behaviour data
- attendance data
- personal details of staff or families

Unless:

- the system is formally approved
- a Data Protection Impact Assessment (DPIA) has been completed
- appropriate safeguards are in place

Where possible, data must be anonymised.

14. Communication with Parents and Carers

AI may assist in drafting communications such as:

- letters
- newsletters
- reports

However:

- all communication must be checked by staff
- tone must reflect Federation values
- content must be accurate and appropriate
- communications must remain personalised

AI-generated communication must never replace professional relationships.

15. Artificial Intelligence in SEND and Accessibility

AI can support inclusion by:

- simplifying text
- providing translation
- supporting accessibility needs
- enabling personalised learning

Staff must ensure that:

- tools are appropriate for children's needs
- outputs are accurate and suitable
- reliance on AI does not reduce meaningful support

16. Equality, Bias and Inclusion

AI systems may reflect bias.

Staff must actively consider:

- representation
- stereotypes
- protected characteristics
- cultural sensitivity

All outputs must be reviewed to ensure compliance with the Equality Act 2010.

17. Procurement and Approval of AI Systems

All AI tools must be approved before use.

Leaders will consider:

- safeguarding risk
- GDPR compliance
- data storage
- supplier reliability
- accessibility
- educational value

Where required, a DPIA will be completed. A Data Protection Impact Assessment (DPIA) is a formal process required under UK GDPR to identify and minimise risks to personal data when introducing new technologies, including Artificial Intelligence systems.

Unapproved tools must not be used with Federation information.

18. Copyright and Intellectual Property

Staff must ensure that AI use complies with:

- copyright law
- licensing requirements
- intellectual property rights

AI must not be used to:

- reproduce protected content unlawfully
- misrepresent ownership
- bypass licensing terms

19. Cyber Security and Technical Safeguards

AI technologies may introduce cyber risks.

The Federation will:

- maintain filtering and monitoring systems
- follow DfE standards
- manage cyber threats
- ensure secure systems

Staff must remain vigilant to:

- phishing
- scams
- malicious content

20. Environmental Considerations

AI technologies require significant resources.

Staff should:

- use AI where it adds value
- avoid unnecessary use
- apply professional judgement

21. Staff Training and Professional Development

Staff will receive training on:

- responsible AI use
- safeguarding risks
- data protection
- recognising bias and inaccuracies
- cyber security

Training will be updated as technology evolves.

22. Monitoring, Evaluation and Review

The Federation will monitor:

- emerging technologies
- legal developments
- safeguarding risks
- staff and children's experiences

This policy will be reviewed annually or sooner if required.

23. Linked Policies

This policy should be read alongside:

- Child Protection and Safeguarding
- Online Safety
- Data Protection
- Positive Behaviour
- Staff Code of Conduct
- Teaching, Learning and Assessment

24. Appendices

Appendix A: Practical Guidance for Staff

Staff may use AI to support:

- planning lessons
- adapting resources
- drafting documents
- organising information

Staff must not use AI to:

- make safeguarding decisions
- assess children independently
- create unverified reports
- handle confidential data improperly

Appendix B: AI Decision-Making Checklist

Before using AI, staff should consider:

1. Does this support children's learning or wellbeing?
2. Is the information accurate and appropriate?
3. Is any personal data included?
4. Has the output been checked carefully?
5. Does it meet Federation standards?
6. Would I be confident explaining this to a parent or governor?

Statement of Commitment

The Blue Sky Federation believes that Artificial Intelligence should enhance education, not replace the relationships, professional expertise and care that define our schools.

AI will be used to improve outcomes for children while maintaining the highest standards of safeguarding, professionalism and integrity.

The welfare of children, the quality of teaching and learning, and the professional judgement of staff will always remain our highest priorities.

Policy Review

Date	Changes	Review By
June 2026	New policy created	Ian Fraser-Kirkup, Executive Headteacher