



Staff Use of AI Policy

1. Purpose

AI tools may be used by staff to enhance teaching, reduce workload, and support school operations. All use must align with the school's safeguarding, data protection, and professional standards policies.

2. Permitted Uses

- Staff may use AI tools for:
- Lesson planning and generating teaching resources
- Marking support (e.g. feedback suggestions)
- Administrative tasks (e.g. drafting letters, summarising documents)
- Professional development (e.g. exploring new teaching strategies)

3. Prohibited Uses

- Staff must not use AI tools to:
- Generate or share inaccurate or unverified content
- Input or share personal or sensitive pupil data
- Replace professional judgement in assessment or safeguarding
- Create content that could be biased, discriminatory, or inappropriate

4. Responsibilities

- Staff must review and edit all AI-generated content before use
- AI tools must be used in accordance with GDPR and school data policies
- Any new AI tool must be approved by the SLT before use
- Staff should report concerns about AI use or misuse to the designated safeguarding lead (DSL)

5. Training and Support

- Staff will receive ongoing training on safe and effective AI use
- The school will provide approved tools and guidance
- Staff are encouraged to share best practices and raise questions