

## SPRINGHILL CATHOLIC PRIMARY SCHOOL

*We strive to achieve excellence in all that we do  
as we follow the Gospel values of Jesus Christ.*



*Together we will do our best for Jesus*

### **AI POLICY**

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

Adopted by the Governing Body:  
19<sup>th</sup> January 2026  
Review Date: January 2027

## **AI POLICY**

Springhill Catholic Primary School aims to use emerging technology responsibly so that it enhances teaching, learning and professional capacity, while prioritising safeguarding, Catholic values, data protection and children's rights.

Artificial Intelligence offers opportunities to support curriculum delivery, reduce workload and improve access to high-quality resources. However, it must be used with caution and only under the conditions outlined in this policy to ensure that use is safe, ethical and compliant with statutory expectations.

---

### **Purpose of the Policy**

This policy outlines how AI will and will not be used by staff and, where appropriate, by pupils. It ensures compliance with:

- Keeping Children Safe in Education (KCSIE) 2024
- The Data Protection Act 2018 / UK GDPR
- DfE Generative AI in Education Guidance (2025)
- JCQ AI Assessment & Examination Guidance (2024)
- Springhill AUP, Online Safety & Data Protection Policies

The aim is to promote safe and responsible AI use which reflects our Catholic vision, protects children and staff, and upholds professional integrity in all circumstances.

---

### **Safe Use Expectations**

At Springhill Catholic Primary School, AI must be used in a manner that:

- protects children and promotes safeguarding at all times
- maintains accuracy, fairness and educational integrity
- supports—not replaces—the professional role of staff
- prevents misuse of pupil data or identifiable information
- aligns with the mission and ethos of the school community

AI must not be used to make decisions about children or to replace teaching, assessment or human professional judgement.

---

### **Approved AI Platforms for Staff**

The following platforms may be used for planning, research, modelling, scaffolds and resource creation, so long as *no personal pupil data is entered* and staff check output for accuracy and appropriateness:

<b>Approved for Staff Use</b>	<b>Purpose</b>
<b>Microsoft CoPilot (preferred)</b>	Planning, model texts, summaries, resources, workload support
<b>ChatGPT</b>	Lesson ideas, rewrites, vocabulary, clarification
<b>Google Gemini</b>	Research explanations and alternative perspectives
<b>Canva AI Tools</b>	Poster creation, display graphics, visual content
<b>TeachMate AI</b>	Differentiation, SEND-friendly resources and scaffolds

Staff must only use these tools within the conditions of this policy and must ensure that all content is carefully reviewed before use with children.

### **AI Use by Pupils**

Children will not independently access open AI models. Any future access will be rolled out gradually and only following approval by SLT or the Computing Lead, with supervision and a clearly defined educational purpose.

The following tools may be used by pupils under direct teacher-led instruction:

<b>AI Approved for Pupil Use (Supervised)</b>	<b>Purpose</b>
<b>Jigsaw GPT for Education</b>	Retrieval, questioning, comprehension tasks
<b>Microsoft CoPilot for Education (restricted)</b>	Scaffolds, writing support, information retrieval
<b>Book Creator AI / Canva Classroom AI</b>	Creative writing, imagery, publishing support

Pupils must never input personal information, images or identifying details into any AI platform.

### **AI Tools Pupils Must Not Access**

- Open public ChatGPT / Gemini / Claude
- AI requiring personal accounts or logins
- DALL-E, Midjourney, Lensa or public image generators
- Any AI capable of storing or learning from user content

These tools are considered unsafe for direct pupil interaction due to age restrictions, filtering limitations and safeguarding risk.

### **Roles and Responsibilities**

<b>School Community</b>	<b>Responsibility</b>
<b>Governing Body</b>	Approving the AI policy, ensuring risk-mitigation and monitoring impact annually.

<b>School Community</b>	<b>Responsibility</b>
<b>Headteacher</b>	Promoting safe AI expectations, ensuring training, maintaining safeguarding alignment.
<b>SLT</b>	Supporting rollout, ensuring compliance, updating filtering & monitoring.
<b>Computing Lead</b>	Approving new platforms, staff training, tool register, DPIA (Data Protection Impact Assessment) review.
<b>Teaching Staff</b>	Using AI safely and reviewing output before use with children.
<b>Support Staff</b>	Upholding policy expectations when using or assisting with AI.
<b>Pupils</b>	Using AI safely when permitted under supervision.
<b>Parents</b>	Supporting safe digital behaviours and raising concerns if noted.

---

### **Breaches**

Breaches of this policy will be treated with the same seriousness as breaches of safeguarding, AUP or data protection expectations. Misuse may lead to disciplinary action and/or removal of access.

---

### **Monitoring and Review**

This policy will be reviewed annually or sooner if statutory guidance changes. Evaluation will consider:

- staff and pupil safety
- impact on workload and outcomes
- safeguarding and data protection compliance
- filtering and monitoring reliability

Any future expansion of pupil AI access will require DPIA completion and SLT approval.