



Use of Artificial Intelligence (AI) Policy

Policy written May 2026 – Review date May 2027

1. Our Christian Foundation and Purpose

At Bradford Christian School, we believe that every individual is made in the image of God, unique and of inherent value. We are called to use wisdom and discernment in all areas of life, including the use of new technologies.

This policy sets out our approach to using artificial intelligence (AI) tools safely, responsibly and ethically, ensuring they serve the best interests of our pupils, staff and school community.

2. What is AI?

Artificial Intelligence (AI) is the use of computer systems to solve problems and make decisions. AI is already part of everyday life (e.g. personalised suggestions on social media, route-planning apps).

Generative AI takes a written prompt and generates new, natural-seeming content. Examples include:

- **Chatbots** (e.g. ChatGPT, Google Gemini, GrammarlyGO) that generate text
- **Text-to-image programs** (e.g. DALL-E, Midjourney) that create images, animations or videos

3. Our Approach to AI

3.1 Principles

We will use AI tools:

- **Safely** – protecting pupils, staff and data
- **Responsibly** – with transparency and accountability
- **Ethically** – in the best interests of pupils
- **Wisely** – recognising both benefits and limitations

3.2 Our Freedom to Choose

We are not required to use AI at all, use AI in any specific way, or use specific tools, platforms or services. We will make decisions about AI use based on what serves our pupils and school community best.

4. Acceptable Use of AI

4.1 Staff May Use AI Tools To:

- Create comment banks for report writing
- Generate ideas for activities or lessons
- Write quiz questions to check pupils' knowledge
- Draft communications or policies (always to be checked and adapted)
- Support administrative tasks

4.2 Staff Must:

- Never enter pupils' names or any personal information into AI tools – this includes names, identification numbers, location data, or any information from which someone can be identified
- Never enter sensitive data – this includes safeguarding information, health data, racial or ethnic origin, biometric data, or any special category data that could pose significant risks if lost or stolen
- Always check and adapt AI-generated content – AI is not always reliable, accurate or unbiased
- Only use secure, trusted AI tools from the approved list when processing any school-related information
- Credit AI use where appropriate
- Follow data protection principles – any text entered into an AI tool is potentially being made public
- Be aware of intellectual property – get consent before entering staff or pupils' original work into AI tools
- Check for bias – AI may perpetuate bias and discrimination present in the data it's trained on

4.3 Pupils May Use AI Tools:

- When explicitly permitted by a teacher for specific learning purposes
- To support learning (not replace it)
- With proper citation and acknowledgement

4.4 Pupils Must Not Use AI:

- In exams, coursework or any internally assessed work that counts towards a qualification (this is classified as malpractice by the Joint Council for Qualifications)
- To submit AI-written work as their own without crediting it
- To create or access inappropriate content

We will communicate these rules clearly to pupils and have open dialogue about when AI tools can and cannot be used.

5. Safeguarding

5.1 Safeguarding Risks

AI poses specific safeguarding risks including pupils using AI to access or create sexually inappropriate content, a rise in 'deepfake' AI pornography, AI-generated scams and fraudulent communications, and inappropriate use of AI by pupils or adults.

5.2 Our Response

We will:

- Train all staff on AI safeguarding risks and how to recognise and handle them
- Apply usual safeguarding practice to incidents involving AI (reporting, identifying vulnerable pupils)
- Include AI in our child protection policy and safeguarding procedures
- Carry out a safeguarding risk assessment for any new AI tool introduced, and review this regularly

- Encourage governors to scrutinise AI use as part of monitoring safeguarding
- Conduct reviews after any safeguarding incident involving AI to improve future responses

5.3 Filtering and Monitoring

We will do all we reasonably can to ensure our filtering and monitoring practices prevent users from accessing harmful or inappropriate content when using AI, in line with Keeping Children Safe in Education 2025 (paragraph 140).

6. Data Protection

6.1 Key Principles

Do not enter personal information into AI tools unless strictly necessary.

Personal data includes information from which someone can be identified:

- Names
- Identification numbers (e.g. IT logins)
- Location data (e.g. school name)

Special category data (e.g. racial/ethnic origin, health information, biometric data) requires particular care.

6.2 If We Must Use AI Tools to Process Personal Data

We will only use secure and trusted AI tools that comply with data protection legislation and our privacy policies, carry out a Data Protection Impact Assessment (DPIA) to identify and minimise risks, consult our DPO throughout the process, and update our privacy notices to inform everyone how their data is being used.

6.3 AI-Based Browsers

Staff must not download or install AI-based browsers (e.g. OpenAI's Atlas) on school devices as they risk leaking personal data and sensitive information.

6.4 Supplier Updates

We will monitor updates from suppliers and services we use, checking their data and privacy policies for changes related to AI use. We will only use data processors who comply with data protection law.

6.5 Intellectual Property

Intellectual property includes original work created by a person (e.g. essays, homework, lesson plans, prompts entered into AI tools). We must have consent from pupils or staff (or parents/carers for young pupils) to enter their intellectual property into any AI tool that stores or collects this information for commercial purposes, unless an exception to copyright applies.

Alternatively, we will choose tools that don't store this information or give the option to opt out.

6.6 Secondary Infringement of Copyright

We will be aware that AI may be trained on material it doesn't have permission to use. We will not publish or use AI-generated content without checking it doesn't infringe copyright.

7. Curriculum and Teaching

7.1 Use in Lessons

Pupils and teachers may use AI as part of learning and teaching practice where it serves educational purposes. Our approach is clear: AI should support learning, not replace it. Everyone must understand acceptable and unacceptable uses.

7.2 Homework and Independent Study

We have reviewed our homework policy to take into account pupils' access to generative AI tools. Pupils must:

- Credit AI use appropriately
- Not submit AI-written work as their own
- Understand when AI can and cannot be used

7.3 Assessment

Using AI without crediting it in exams, coursework or internally assessed work is classified as malpractice by the Joint Council for Qualifications. Our assessment policy reflects this. We will remind pupils of these rules when exams and coursework are approaching.

8. Bias and Discrimination

AI may perpetuate bias and discrimination present in the data it's trained on.

We will:

- Ask teachers to review AI-generated learning materials to ensure they're not perpetuating bias
- Avoid using AI to shortlist candidates in hiring processes
- Encourage pupils to interrogate AI outputs and consider biases in the data it's trained on
- Monitor AI use for bias and identify and correct problems where appropriate

9. Training

9.1 Staff Training

All staff will receive training on:

- What AI is and how it works
- Acceptable and unacceptable use of AI
- Safeguarding risks related to AI
- Data protection principles around AI
- How to check AI-generated content for accuracy and bias
- Cyber security (AI tools can be used to create convincing scam emails)

9.2 Pupil Education

Pupils will be taught about:

- Using AI safely and responsibly
- Risks of sharing sensitive data with AI tools
- When AI can and cannot be used
- How to interrogate AI outputs critically
- Online privacy in relation to AI

This will be covered in PSHE, computing lessons and assemblies.

9.3 Governor Training

Governors will receive training on AI use, risks and data protection, as they may also handle personal or confidential data.

10. Approved AI Tools

We will maintain a list of approved AI tools that includes both approved tools and approved uses of those tools. Staff and pupils should only use the tools included in the list for the specific purposes set out in the list.

This list will be kept separate from this policy and updated regularly as AI technology changes rapidly. Staff must only use AI tools on this approved list unless they have sought permission from the Headteacher.

11. Monitoring and Review

11.1 Monitoring

We will monitor AI use to ensure:

- It is accurate, safe and used in the best interests of pupils
- Safeguarding procedures are followed
- Data protection requirements are met
- Bias is identified and corrected

11.2 Roles and Responsibilities

- **Headteacher:** Overall responsibility for AI strategy and implementation
- **School Business Manager:** Day-to-day oversight of AI use, maintaining approved tools list, conducting risk assessments
- **DPO:** Advising on data protection compliance around AI use
- **All staff:** Following this policy, using AI responsibly, reporting concerns
- **Governors:** Scrutinising AI use as part of safeguarding and data protection monitoring

11.3 Review

This policy will be reviewed annually or when significant changes occur in AI technology or legislation.

12. ISI Inspection

The Independent Schools Inspectorate (ISI) will consider how we use technology, including AI, as part of their inspection of educational quality and regulatory compliance.

Inspectors may consider:

- The impact AI has on pupils' outcomes and experiences
- How we ensure AI use supports pupils' best interests and complies with the Independent School Standards
- How we identify, consider and mitigate risks associated with AI use
- Whether our use of AI aligns with our safeguarding duties under Keeping Children Safe in Education
- How we ensure AI use complies with data protection legislation

We will not create new materials just for inspection. Our best approach is to have a clear strategy and culture around AI that we implement as part of day-to-day practice ensuring compliance with the Education (Independent School Standards) Regulations 2014.

13. Related Policies

This policy should be read alongside:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Online Safety Policy
- Acceptable Use Policy
- Assessment Policy
- Homework Policy
- Staff Code of Conduct

14. References

This policy references:

- Keeping Children Safe in Education (2025)
- DfE Policy Paper: Generative Artificial Intelligence in Education (2023)
- UK GDPR and Data Protection Act 2018
- Education (Independent School Standards) Regulations 2014
- Joint Council for Qualifications (JCQ) Guidance on AI and Malpractice

15 Version Control

Date of Adoption of this Policy	24 June 2026
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Policy Owner (SLT)	Jane Prothero