**Wimbledon Chase Primary School**

Transforming lives through education, aspiration and inspiration

# Responsible Use of AI Policy

**At Wimbledon Chase Primary School, policies are designed to ensure that the child is at the centre of all our decision making. All staff are aware that whole school and class systems are established to ensure that every child is able to share and express their concerns in a safe and confidential manner. We constantly strive to ensure that all children know their worries and views will be taken seriously by all staff and that every child will be treated with respect.**

## 1. Introduction

At Wimbledon Chase Primary School, we recognise the growing role of Artificial Intelligence (AI) in education and wider society. AI offers significant opportunities to support teaching, learning and administration, while also presenting risks that must be carefully managed.

We are committed to using AI safely, ethically, and in line with DfE guidance, safeguarding requirements and UK GDPR.

AI will support professional practice, it will not replace it.

## 2. Our Current Position

- Staff are permitted to use AI tools to support their work

- Leadership uses AI for administration and school improvement

- Pupils are not currently using AI tools directly

- This position will be reviewed in line with national guidance

## 3. Purpose

This policy ensures that:

- AI is used safely and responsibly

- staff workload is reduced without increasing risk

- data protection and safeguarding are upheld

- pupils are prepared for an AI-enabled future in a planned way

## 4. Scope

This policy applies to all staff, governors, volunteers and third parties.

It covers generative AI tools, AI features in school systems, and any emerging AI technologies used in school.

## 5. Key Principles

Human Oversight: Staff remain responsible for all AI outputs.

Safety and Safeguarding: AI must not expose pupils to harm.

Data Protection: If you wouldn't email it externally, do not put it into AI.

Transparency: Staff should be open about appropriate use.

Fairness and Accuracy: AI outputs must be critically evaluated.

### 6. Use of AI by Staff

Staff may use AI to support planning, adapting resources, drafting communications, and administrative tasks.

AI may also support marking (objective tasks), identifying learning gaps, and drafting reports, but all outputs must be reviewed and personalised.

### 7. Prohibited Use

Staff must not input personal or identifiable data, upload EHCPs or safeguarding information, use AI for sensitive matters, rely on AI without checking, or use unapproved tools.

### 8. Approved Tools

Approved with conditions: ChatGPT, NotebookLM (anonymised use only)

Fully approved systems: School MIS or contracted tools

Not approved: Unvetted tools or personal accounts with school data

### 9. Data Protection and GDPR

Staff must comply with UK GDPR, avoid entering personal data into AI systems, and ensure a lawful basis for any processing.

The school will carry out Data Protection Impact Assessments where required.

### 10. Safeguarding

Staff must monitor outputs, report concerns to the DSL, and follow safeguarding procedures at all times.

### 11. Academic Integrity

Work must reflect pupils' own thinking. Staff should promote genuine learning and design appropriate tasks.

### 12. Pupil Use

Pupils are not currently using AI tools directly. Future use will be age-appropriate and aligned with DfE guidance.

## 13. Ethical Use

AI may be biased, inaccurate, or out of date. Critical thinking must always be applied.

## 14. Training and Support

The school will provide training and guidance. Staff must engage with training and raise concerns where needed.

## 15. Monitoring and Review

The school will monitor AI use and review this policy annually.

## 16. Linked Policies

Safeguarding Policy, Data Protection Policy, Acceptable Use Policy, Teaching and Learning Policy

**School AI Lead: Headteacher**

**Linked Governor: Chair of Governors**

**Date agreed: September 2026**

**Review date: September 2027**