



Artificial Intelligence (AI) Use Policy – Final Version

Approved by: Governing Board

Date Approved: 18th March 2026

Review Date: 18th March 2027

1. Statement of Intent

Beam County Primary School recognises that Artificial Intelligence (AI), including generative AI tools such as ChatGPT, can support teaching, learning, administration and professional development when used appropriately.

Beam supports responsible AI use where it:

- Enhances teaching and learning
- Supports staff workload reduction
- Improves operational efficiency
- Supports curriculum delivery

AI must support — not replace — professional judgement, safeguarding responsibilities, or high-quality teaching.

Beam will ensure AI use complies with Department for Education guidance and prioritises pupil safety, data protection and educational integrity.

2. Legal Framework

This policy has due regard to the following legislation and statutory guidance:

- UK GDPR
- Data Protection Act 2018
- Equality Act 2010
- Copyright, Designs and Patents Act 1988
- Freedom of Information Act 2000
- Online Safety Act 2023
- Keeping Children Safe in Education (KCSIE)
- DfE Generative AI Guidance for Schools
- DfE Digital and Technology Standards for Schools

This policy should be read alongside Beam's Safeguarding Policy, Data Protection Policy, Online Safety Policy, Acceptable Use Policy and Staff Code of Conduct.

3. Acceptable Uses of AI

Staff may use AI tools including ChatGPT to assist with:

- lesson planning
- generating ideas for teaching resources
- drafting administrative communications
- producing revision materials
- developing differentiated activities

All AI outputs must be reviewed by staff before use.

4. Prohibited Uses

Staff must not:

- enter pupil names or identifiable data
- upload safeguarding or behaviour information
- share SEND or health information
- use AI to make safeguarding decisions
- rely on AI to determine assessment outcomes without teacher oversight

5. ChatGPT Staff Use Protocol

ChatGPT may be used only for professional support tasks.

Permitted examples:

- drafting lesson plans
- creating quiz questions
- generating model texts
- drafting letters

Safeguarding and Data Rules:

- no pupil names
- no personal data
- no safeguarding information
- no confidential school data

Professional responsibility remains with staff.

6. Safeguarding Requirements

Safeguarding responsibilities always take priority over the use of technology.

AI must never:

- analyse safeguarding cases
- store safeguarding records
- make decisions about pupil welfare

Any concerns must be reported to the Designated Safeguarding Lead.

7. Data Protection

Staff must ensure that no personal data is entered into AI systems.

Where examples are needed, fictional or anonymised examples must be used.

8. Staff Training

Beam will provide training on:

- responsible AI use
- safeguarding implications
- data protection responsibilities
- limitations of AI technologies

9. Governor Oversight

The Governing Board has strategic oversight of AI use.

Governors will ensure:

- safeguarding obligations are met
- data protection compliance
- emerging risks are monitored

The Headteacher will report developments in AI usage to governors periodically.

10. Monitoring and Review

AI usage will be monitored by the Senior Leadership Team and Curriculum Team.

This policy will be reviewed annually or sooner if national guidance changes.

Appendix A – Staff AI Golden Rules

Never enter pupil data into AI tools.

Never enter safeguarding information.

Check all AI outputs for accuracy.

Remain professionally responsible for all materials used.

Seek leadership approval before introducing new AI tools.

See also Staff Guidance Sheet – Appendix B

Appendix B – Staff Guidance Sheet – Safe Use of AI Tools

AI Staff Guidance Sheet – Safe Use of AI Tools (e.g., ChatGPT)

This quick guidance sheet supports staff in using AI tools safely and responsibly in line with the school's AI Use Policy.

Why the school allows AI:

- Reduce staff workload
- Support lesson planning and resource creation
- Improve efficiency for administrative tasks
- Support professional development

AI Golden Rules (Always Follow):

- Never enter pupil names or identifiable pupil data.
- Never enter safeguarding or behaviour information.
- Never enter SEND, medical, or confidential information.
- Always check AI outputs for accuracy.
- You remain professionally responsible for all materials used.

Good Uses of AI in School:

- Generating lesson ideas
- Creating differentiated activities
- Drafting quizzes or comprehension questions
- Creating model texts or examples
- Drafting letters or emails

Examples of Safe Prompts:

- Create a Year 3 maths starter activity about multiplication.
- Provide comprehension questions for a short KS2 text.
- Generate ideas for a Year 5 science investigation.
- Create a knowledge organiser outline for a history topic.
- Explain fractions in a way suitable for Year 4 pupils.

What AI Must NOT Be Used For:

- Safeguarding case discussions
- Pupil assessment decisions
- Behaviour management decisions

- Storing pupil information
- Processing confidential school information

If You Are Unsure:

- Ask a member of the Senior Leadership Team.
- Check the school AI Policy.
- Do not enter sensitive information.

This guidance supports the school's commitment to safeguarding, data protection and responsible use of technology in education.

Appendix C – AI Tools Register

AI Tool	Purpose	Approved By	Data Risk Level	Review Date
ChatGPT	Lesson planning / drafting	Headteacher	Low (no personal data permitted)	Annual

Appendix D – Staff AI Prompt Guide

Create a Year 4 maths starter activity about fractions.

Provide differentiated comprehension questions for a short text.

Generate ideas for a KS2 science investigation.

Create a knowledge organiser outline for a history topic.

Suggest ways to explain a difficult concept to primary pupils.

Appendix E – AI Safeguarding Risk Assessment

Risk: Exposure to inappropriate AI generated content.

Mitigation: Staff review all AI outputs before classroom use.

Risk: Accidental sharing of pupil data.

Mitigation: Staff trained and policy prohibits entering personal data.

Risk: Over reliance on automated systems.

Mitigation: Teacher judgement always overrides AI.

Appendix F – AI in the Curriculum

Pupils may learn about Artificial Intelligence as part of the computing curriculum.

Teaching will focus on:

- understanding how AI works
- recognising limitations of AI systems
- developing critical thinking
- understanding online safety implications of AI technologies

Appendix G – Staff AI Acceptable Use Agreement

I confirm that I understand and will comply with Beam’s AI Use Policy.

I agree that:

- I will not enter pupil data or safeguarding information into AI tools.
- I will review all AI generated content before use.
- I remain responsible for professional judgement and safeguarding.
- I will follow school safeguarding, data protection and acceptable use policies.

Staff Name: _____

Signature: _____

Date: _____