



# AI Implementation Plan – Primary School

---

**Beam County Primary School**

**Plan Owner:** Headteacher / SLT

**Review Cycle:** Annual

## 1. Purpose of this Plan

This document outlines how the school will introduce and manage the safe use of Artificial Intelligence (AI) tools, including generative AI tools such as ChatGPT.

The plan ensures that AI adoption:

- Supports teaching and learning
- Reduces staff workload responsibly
- Protects pupil data
- Maintains safeguarding standards
- Aligns with Department for Education expectations

## 2. Strategic Goals

The school aims to:

- Support teachers with planning and administrative tasks
- Ensure safe and responsible AI use
- Maintain strong safeguarding protections
- Improve staff confidence in emerging technologies
- Ensure AI supports educational outcomes

## 3. Governance and Leadership

The Headteacher and Senior Leadership Team will oversee AI implementation.

Responsibilities include:

- approving AI tools for staff use
- monitoring safeguarding risks
- ensuring data protection compliance
- reporting developments to the Governing Board

Governors maintain strategic oversight of AI use within the school.

## 4. Staff Training Plan

Training will be delivered to all staff covering:

- responsible AI use
- safeguarding implications
- data protection rules
- limitations and risks of AI
- safe prompt techniques

Training may be delivered through:

- INSET sessions
- staff briefings
- written guidance
- online CPD modules

## 5. Safeguarding Controls

Safeguarding remains the highest priority when using AI tools.

The school will ensure:

- no safeguarding information is entered into AI tools
- no pupil personal data is entered into AI systems
- staff review all AI-generated materials before classroom use
- inappropriate AI outputs are reported to senior leaders

## 6. Data Protection Measures

To comply with UK GDPR and data protection law:

- staff must not enter identifiable pupil information into AI tools
- fictional or anonymised examples must be used
- approved tools must meet security standards
- any new AI systems may require a Data Protection Impact Assessment

## 7. Approved Uses of AI

Examples of appropriate AI use include:

- lesson planning support
- generating quizzes or worksheets
- drafting communications
- developing differentiated learning materials
- producing knowledge organisers

Teachers remain responsible for reviewing and adapting materials.

## 8. Monitoring and Evaluation

AI use will be monitored by the Senior Leadership Team.

Monitoring may include:

- staff feedback
- safeguarding reviews
- policy compliance checks
- annual policy review

The effectiveness of AI tools will be evaluated regularly.

## 9. Implementation Timeline

Phase 1 – Policy Approval

- Governing board approves AI policy

Phase 2 – Staff Training

- staff receive guidance and training

Phase 3 – Controlled Introduction

- staff begin using approved tools

Phase 4 – Monitoring

- leadership review implementation

Phase 5 – Annual Review

- policy and procedures updated if necessary

This plan supports the school’s commitment to safeguarding, responsible technology use, and maintaining high standards of education.