



PRIORY SCHOOL
EDGBASTON

ARTIFICIAL INTELLIGENCE POLICY

(NON-STATUTORY)

Trustee Committee:	Risk & Compliance	
Date Approved:	September 2026	
Next of Review:	September 2029	
Member of Staff Responsible:	Declan Griffin (Deputy Head)	
Trustee Overseer:	DM Deidre Mattison	
Intended Audience:	Employees, Volunteers, Parents, Pupils, and Visitors	
Relevance:	Whole School	Yes
	Early Years	Yes
	Preparatory	Yes
	Seniors	Yes
Access:	Website	Yes
	Internal	Yes
	Restricted	No

Our Mission Statement

Priory School is a thriving, co-educational independent school founded upon a rich Catholic heritage which welcomes those from all faiths and none.

In partnership with parents and guardians we provide a nurturing, family-based ethos, alongside high-standards of teaching and learning, enabling all pupils to achieve their potential.

We embrace diversity and interfaith understanding alongside awareness of environmental and global issues, in response to the needs of our time.

The Governors and staff at Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors, regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.

The Governors, staff and pupils are committed to the safeguarding and welfare of pupils and staff.

To meet the needs of our school community, all our policies, including this policy, can be made available on different formats such as different font sizes or styles, colour, or alternate languages.

The Governing Council understands it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

1. Purpose, Scope and Principles

Priory School recognises that Artificial Intelligence (AI), including generative AI, can support teaching, learning, administration and accessibility, but also presents risks relating to safeguarding, privacy, accuracy, bias, copyright, cyber security and academic integrity.

This policy sets out expectations for the **safe, responsible and effective use of AI** across Priory School. It applies to pupils, staff, governors/trustees, volunteers, contractors and others using AI on behalf of the School.

Priory's approach is based on the following principles:

- **Safeguarding comes first.** AI must not be used in a way that places pupils at increased risk of harm or loss of privacy.
- **Human responsibility remains central.** AI may support professional work but does not replace professional judgement or accountability.
- **Personal and confidential information must be protected.** AI use must comply with the School's data-protection, safeguarding and information-security arrangements.
- **AI outputs must be checked.** AI-generated content may be inaccurate, biased, inappropriate or out of date.
- **Pupil use must be age-appropriate, purposeful and appropriately supervised.**
- **AI should support learning, not replace genuine pupil thinking, effort or understanding.**

This policy should be read alongside the School's Safeguarding and Child Protection, Online Safety/Acceptable Use, Data Protection, Cyber Security, Behaviour, SEND, Curriculum, Homework and Assessment/Examinations policies.

The policy will be reviewed **at least annually**, and sooner where significant changes in legislation, guidance or AI technology require it.

2. Statutory and Guidance Framework

Priory School's use of Artificial Intelligence is informed by current legislation, statutory guidance and Department for Education advice relating to safeguarding, data protection, equality, copyright, cyber security and assessment.

In particular, the School will have regard to:

- **Keeping Children Safe in Education 2026;**
- **Department for Education – Generative Artificial Intelligence (AI) in Education;**
- **Department for Education – Generative AI Product Safety Standards;**
- **Department for Education – Data Protection in Schools;**
- the **UK GDPR and Data Protection Act 2018**, as amended;
- the **Equality Act 2010;**
- the **Copyright, Designs and Patents Act 1988;**
- current **JCQ** requirements concerning AI use in assessments; and
- current **Ofqual** guidance relating to AI and assessment integrity.

Priory will ensure that AI use supports its safeguarding duties, protects personal information, retains appropriate human oversight and complies with current assessment requirements.

Where legislation or official guidance changes, the School will follow the current requirement and update this policy where necessary.

3. Governance and Responsibilities

Priory School will maintain clear oversight of AI use across the School. Responsibility is shared between governors/trustees, senior leaders, the Data Protection Officer, safeguarding and IT leads, staff and pupils.

Trustees/Governors will provide appropriate oversight of the School's approach to AI and seek assurance that significant safeguarding, data-protection and cyber-security risks are being managed.

The Headteacher and Senior Leadership Team will ensure this policy is implemented, establish expectations for safe AI use and ensure staff understand which tools and uses are approved, restricted or prohibited.

The IT Lead, Data Protection Officer and DSL will provide specialist advice within their areas of responsibility, including cyber security, data protection, safeguarding, filtering and monitoring, and the evaluation of new AI tools.

Heads of Department and line managers will support appropriate use within their areas and escalate concerns where necessary.

All staff are responsible for:

- following this policy;
- using AI responsibly and only for appropriate School purposes;
- protecting personal and confidential information;
- checking AI-generated content before use;
- retaining professional judgement and accountability; and
- reporting safeguarding, security or data-protection concerns promptly.

Pupils will be supported to use AI safely and responsibly, follow staff instructions, protect personal information, evaluate AI-generated content critically and report harmful or inappropriate material.

4. Approved AI Tools and Procurement

Priory School will take a proportionate, risk-based approach to the use of AI tools.

Staff may explore generally available AI tools using **non-personal, non-confidential and non-sensitive information**. However, an AI tool must not be introduced for routine School use, made available to pupils or used to process School personal data unless it has been appropriately reviewed and authorised.

Before approval, the School will consider, where relevant:

- educational or operational purpose;
- age appropriateness and provider restrictions;
- safeguarding, filtering and monitoring;
- data protection and privacy;
- cyber security and access controls;
- copyright and intellectual-property implications;

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- accessibility and SEND considerations;
- risks of bias, inaccuracy or inappropriate content; and
- whether a Data Protection Impact Assessment is required.

Pupil-facing AI tools will receive additional scrutiny and must have a clear educational purpose, appropriate safeguards and suitable supervision.

Staff must not independently introduce AI platforms for pupil use, purchase AI services on behalf of the School or create School accounts involving personal data without appropriate authorisation.

The School may maintain a separate list of approved AI tools, permitted users and any conditions of use. Approval may be withdrawn where a tool's terms, functionality, data practices or safety arrangements change.

5. Use of AI by Staff

Staff may use approved AI tools where they provide a clear educational or operational benefit and where use is consistent with this policy.

AI may support tasks such as lesson planning, resource creation, administration, drafting communications, professional development, accessibility, marking, feedback and report writing. However, **staff remain professionally responsible for the accuracy, quality and appropriateness of all AI-assisted work.**

Staff must:

- check AI-generated content for accuracy, bias, suitability and safeguarding concerns;
- ensure that final work reflects their own professional judgement;
- use only authorised systems where personal or confidential information is involved;
- retain meaningful human oversight of marking, feedback, reports and decisions affecting pupils; and
- be transparent about significant AI use where this is relevant to assessment, formal decision-making or professional reporting.

Staff must not enter safeguarding records, CPOMS information, medical information, SEND reports, personal or special-category data, passwords or other confidential information into an unapproved AI system.

AI must not be used to replace professional safeguarding judgement, make autonomous significant decisions about pupils or staff, generate harmful or deceptive material, impersonate others, circumvent School security or breach assessment or copyright requirements.

Concerns about inappropriate AI use must be reported promptly to the relevant senior leader and, where appropriate, the DSL, IT Lead or Data Protection Officer.

6. Use of AI by Pupils and AI Literacy

Priory School recognises that pupils need to understand how AI works and how to use it safely, critically and responsibly.

Pupils may use AI where:

- the tool has been approved or authorised by the School;
- the activity has a clear educational purpose;
- provider age restrictions are met;
- appropriate safeguards and supervision are in place; and

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- pupils understand expectations relating to privacy, accuracy and academic integrity.

Through Computing, PSHEE and wider curriculum teaching, pupils will be supported to understand:

- that AI-generated information may be inaccurate, biased or out of date;
- how to verify information using reliable sources;
- the importance of protecting personal information;
- the risks of deepfakes, impersonation and manipulated media;
- when AI use should be acknowledged; and
- the difference between legitimate support and academic dishonesty.

Pupils must not enter personal, sensitive or confidential information into AI tools unless the School has explicitly authorised that use.

AI should support learning, not replace thinking, reading, writing, problem-solving or other work that pupils are expected to complete themselves. Teachers may therefore restrict or prohibit AI use for particular tasks.

Pupils must not use AI to bully, threaten, deceive, impersonate others, create harmful or sexualised material, circumvent School security or gain an unfair academic advantage.

Harmful or inappropriate AI use will be managed through the School's Behaviour and Safeguarding procedures as appropriate.

7. Safeguarding and Online Safety

Priory School treats the safe use of Artificial Intelligence as part of its wider safeguarding and online-safety responsibilities. AI-related concerns will not be treated solely as technology or behaviour issues where there may be a risk of harm to a child.

Potential safeguarding risks include:

- harmful or inappropriate AI-generated content;
- deepfakes, impersonation and manipulated media;
- AI-generated or altered nude or semi-nude images;
- grooming, coercion, manipulation or exploitation;
- harmful or inappropriate interactions with conversational AI;
- cyberbullying or child-on-child abuse involving AI;
- misinformation or harmful advice; and
- inappropriate disclosure of personal information.

Any member of staff who becomes aware of an AI-related safeguarding concern must ensure any immediate risk is addressed, **report the concern promptly to the DSL/DDSL and record it on CPOMS where appropriate**. The matter will then be managed in accordance with the School's Safeguarding and Child Protection Policy.

Genuine, altered or AI-generated sexual imagery involving pupils will always be treated as a safeguarding matter. Staff must not ask pupils to display such images or copy, screenshot, print, forward or save them. Concerns must be referred immediately to the DSL.

AI tools used directly by pupils must form part of the School's wider filtering and monitoring arrangements and be appropriate to pupils' age, needs and vulnerabilities. Filtering and monitoring do not replace appropriate supervision, safeguarding education or professional judgement.

Reviewed and Revised by Declan Griffin 2026

Safeguarding information must not be entered into general or unapproved AI systems. AI must not be used to determine safeguarding thresholds, assess the credibility of disclosures, make child-protection decisions or replace consultation with the DSL or statutory agencies.

8. Assessment, Homework and Academic Integrity

AI may support learning, but it must not be used in a way that misrepresents a pupil's own knowledge, understanding or work.

Pupils must follow the instructions given by their teacher regarding whether AI may be used for a particular task. Where AI use is permitted, pupils must be transparent about significant assistance and acknowledge it where required.

AI must not be used to:

- produce work which is then presented as entirely the pupil's own;
- complete homework, coursework or assessed tasks where independent work is required;
- fabricate sources, quotations, evidence or references;
- circumvent assessment conditions; or
- gain an unfair academic advantage.

Teachers may use a range of assessment methods, including discussion, questioning, supervised work, practical tasks and comparison with a pupil's usual standard, to confirm that submitted work reflects the pupil's own understanding.

For public examinations and externally assessed work, Priory will follow the current requirements of JCQ, Ofqual and the relevant awarding body. Misuse of AI may constitute academic malpractice and will be managed under the School's examination and behaviour procedures.

The School will teach pupils the difference between legitimate AI support and academic dishonesty and will reinforce expectations through subject teaching, Computing, PSHEE and examination preparation. This retains the key principles already contained in the existing policy

9. Data Protection, Copyright, Accuracy and Cyber Security

AI must be used in a way that protects personal information, respects intellectual property and maintains the security of School systems and data.

Staff and pupils must not enter personal, confidential, safeguarding, medical, SEND, commercially sensitive or other protected information into an unapproved AI system.

Where an approved AI tool processes personal data, Priory will follow its Data Protection Policy and, where required, complete an appropriate Data Protection Impact Assessment. The existing policy already requires consideration of DPIAs, fairness, automated decision-making, security and potential bias.

AI-generated content must be checked before use. Staff and pupils should assume that AI output may contain:

- factual inaccuracies or fabricated information;
- outdated information;
- biased or discriminatory content;
- invented sources or references; or
- material which may infringe copyright or other intellectual-property rights.

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Users remain responsible for checking the accuracy, suitability and lawful use of any AI-generated content. The current policy already requires fact-checking and recognises the risks of bias and outdated information.

Copyrighted material, pupil work or other intellectual property must not be uploaded, reproduced or used through AI in a way that breaches copyright, licensing terms or the rights of the creator. Particular care must be taken where an AI provider may retain uploaded material or use it to train or improve its models.

Priory will also maintain appropriate cyber-security controls around AI use, including access controls, secure accounts, software updates and incident reporting. New AI tools must be considered for security risk before routine School use. This continues the approach already set out in the existing policy.

Any suspected loss of data, unauthorised disclosure, compromised account, harmful AI output or other security incident must be reported promptly to the relevant senior leader, IT Lead and Data Protection Officer and, where appropriate, the DSL.

10. Training, Monitoring and Review

Priory School will support staff and pupils to develop the knowledge and confidence needed to use AI safely, responsibly and effectively.

Staff will receive appropriate guidance or training relevant to their role, including:

- safe and appropriate use of approved AI tools;
- safeguarding and online-safety risks;
- data protection and confidentiality;
- accuracy, bias and human oversight;
- academic integrity and assessment requirements; and
- cyber-security and incident reporting.

New staff will be made aware of this policy as part of induction, and additional guidance will be provided where significant changes in technology, legislation or Department for Education guidance require it.

The School will monitor AI use through normal leadership, safeguarding, data-protection and IT oversight. Significant concerns, breaches or incidents will be reviewed to identify any need for changes to practice, training, approved tools or risk controls.

Trustees/Governors will receive appropriate assurance that the School's approach to AI remains safe, proportionate and aligned with current requirements.

This policy will be reviewed at least annually, and sooner where there is a significant change in:

- legislation or statutory guidance;
- safeguarding expectations;
- examination or assessment requirements;
- data-protection or cyber-security requirements; or
- AI technology or the risks associated with its use.