

Westfield Arts College

AI policy

(based on Dorset model)

Reviewed by committee	FGB	Policy type: Statutory
Adopted by Governing Body	08/12/2025	Review cycle: Three years
Date for next review	Autumn 2028	Signed by Chair: 

1. Introduction

1.1. Artificial Intelligence (AI) technology is increasingly used in various sectors, including education. This policy establishes guidelines for the responsible and effective use of AI within Westfield Arts College.

1.2. By embracing AI technology, we aim to:

- Enhance academic outcomes and educational experiences for pupils in Westfield Arts College.
- Support Westfield Arts College teachers in managing their workload more efficiently.
- Educate Westfield Arts College staff and pupils about safe, responsible, and ethical AI use.
- Incorporate AI as a teaching and learning tool to develop AI literacy and skills.
- Prepare Westfield Arts College staff and pupils for a future where AI technology is integral.
- Promote equity in education by addressing learning gaps and providing personalized support.
- Improve and streamline school operations to minimize costs and maximize efficiency.

1.3. The school recognises that the use of digital technologies, including Artificial Intelligence (AI), has environmental implications through energy consumption, resource use, and electronic waste. In implementing this AI Policy, Westfield Arts College will therefore align practice with the principles set out in the Environmental Sustainability Policy, ensuring that AI is used thoughtfully, efficiently, and in ways that support the school's wider commitment to reducing environmental impact and promoting sustainable practice.

1.4. All users of AI will comply with applicable laws, regulations, policies, and guidelines governing child protection, intellectual property, copyright, data protection, and other relevant areas.

1.5. This policy will be reviewed annually to remain current with technological advancements and guidance from the Department for Education (DfE).

2. Scope and Responsibilities

2.1. This policy applies to all staff, including temporary staff, consultants, governors, volunteers, contractors, and pupils in Westfield Arts College.

2.2. All staff are responsible for reading and understanding this policy before using any AI technology.

2.3. Key contributors to AI policy and development in Westfield Arts College include:

- AI Lead: Monitors compliance and promotes AI use.
- Data Protection Officer: Advises on data protection obligations.
- IT Lead: Provides technical support and guidance.
- Link Governor: Oversees AI governance.
- Other key staff/roles as necessary.

2.4. Training will emphasize how AI can augment staff roles, providing more time for personalized instruction and pupil engagement.

3. Use of AI by Staff

- 3.1. Staff in Westfield Arts College are permitted to use AI-based tools to assist in managing their work, such as marking, report writing, lesson planning, and professional development.
- 3.2. AI tools will complement, not replace, staff professional judgment and expertise.
- 3.3. Staff remain responsible for the quality and content of any AI-generated output.
- 3.4. Staff will receive appropriate training and support to integrate AI effectively into their work.
- 3.5. AI tools can assist in creating educational resources, lesson plans, and identifying knowledge gaps.
- 3.6. AI can automate certain aspects of marking, providing more time for individual pupil support.
- 3.7. Staff will review and verify AI-generated marks or feedback to ensure accuracy.
- 3.8. AI can assist in writing pupil reports, but staff must review and modify AI-generated reports to reflect their observations and assessments.
- 3.9. Staff will be transparent about the use of AI and any additional professional review or revision carried out.

4. Use of AI by Pupils

- 4.1. Pupils in Westfield Arts College will be protected from harmful content online, including that generated by AI.
- 4.2. Pupils will be encouraged to explore AI-based projects for knowledge building, problem-solving, and creative expression.
- 4.3. A culture of responsible AI use will be fostered through discussions about data privacy, bias, safeguarding, and the social impact of AI.
- 4.4. Pupils will be taught not to enter personal, sensitive, or confidential data into AI tools.
- 4.5. AI education will be incorporated into the curriculum to provide pupils with an understanding of AI's capabilities, limitations, and ethical implications.

5. Potential Misuse of AI

- 5.1. Pupils will be educated on responsible and ethical AI use, including the risks of relying solely on AI tools.
- 5.2. Staff will emphasize the importance of critical thinking, creativity, and originality in pupil work.
- 5.3. Clear guidelines will be communicated regarding the appropriate use of AI tools during assessments.

5.4. Westfield Arts College will adhere to rules and guidance on the use of AI in assessments from the Joint Council for Qualifications and exam boards.

5.5. Staff will employ diverse assessment methods to verify pupil understanding beyond AI-generated assessments.

6. Ethical Use of AI

6.1. AI use will be carried out with caution and awareness of its limitations, including bias, accuracy, and currency.

6.2. Staff will instruct pupils on the ethical considerations of AI use.

7. Data Protection Implications

7.1. **Personal Information:** Staff and pupils must not enter personal information (personal data, intellectual property, or private information, including commercially sensitive information) into any Generative AI model. This includes names, email addresses, and any other identifying information.

7.2. **Data Protection Impact Assessments (DPIAs):** Potential new uses of AI will be assessed to determine if a DPIA is required. The DPIA process will include:

- The nature, scope, context, and purposes of any processing of personal data.
- Consideration of alternatives to the planned processing and justification for choosing AI.
- Identification of potential effects on individuals and how they will be informed.
- Analysis of bias or inaccuracy in algorithms and their potential impact.
- Comparison of human and algorithmic accuracy to justify AI use.
- Assessment of security threats and measures to mitigate them.
- Consultation with stakeholders, including individuals whose data is processed.
- Consideration of rights under the Equality Act 2010.

7.3. **Transparency and Accountability:** Transparency is crucial for engendering trust and confidence in AI. Westfield Arts College must ensure that data subjects are informed about how their data is processed, including:

- The purposes of data processing.
- The legal basis for processing.
- The recipients or categories of recipients of the data.
- The retention period for the data.
- The rights of data subjects, including the right to access, rectify, or erase their data.

7.4. **Vendor Due Diligence:** Before introducing AI technology, Westfield Arts College must conduct due diligence on vendors to ensure they comply with data protection laws. This includes reviewing the vendor's data protection policies, security measures, and terms of service.

7.5. **Data Minimization and Accuracy:** Westfield Arts College must ensure that only the minimum amount of personal data necessary for the intended purpose is processed. Data must be accurate and kept up to date.

7.6. Storage Limitation and Security: Personal data must be stored securely and only for as long as necessary. Westfield Arts College must implement appropriate technical and organizational measures to protect data from unauthorized access, loss, or damage.

7.7. Automated Decision-Making: If AI is used to make significant decisions about individuals, Westfield Arts College must ensure that:

- Individuals are informed about the automated decision-making process.
- Individuals have the right to obtain human intervention, express their views, and contest the decision.
- The decision-making process is fair, transparent, and free from bias.

7.8. Special Category Data: Processing special category data (e.g., data revealing racial or ethnic origin, political opinions, religious beliefs, health information) requires additional safeguards. Westfield Arts College must ensure that such data is processed lawfully, fairly, and transparently, with explicit consent from the data subject or another valid legal basis.

7.9. Training and Awareness: Staff and pupils in Westfield Arts College must be trained on data protection principles and the importance of safeguarding personal data. Regular training sessions and updates will be provided to ensure compliance with data protection laws.

8. Cyber Security

8.1. Westfield Arts College will implement rigorous cybersecurity protocols to ensure the safe functioning of AI technologies.

8.2. Staff and pupils will be trained on the importance of cybersecurity and the potential involvement of AI in cyber-crime.

9. Recording Meetings with AI Transcription Software

9.1. When using AI transcription software to record meetings, it is essential to obtain consent from all participants before recording begins.

9.2. Staff must inform participants about the purpose of the recording, how the transcription will be used, and how long the data will be retained.

9.3. Consent must be documented, and participants should have the option to opt-out of being recorded.

9.4. Transcriptions must be stored securely and only accessible to authorized personnel.

Appendix 1

School Strategy for the Safe Development of AI Use

1. Vision and Principles

Our vision is to use Artificial Intelligence (AI) to enhance learning, communication, accessibility, and operational efficiency while ensuring the safety, dignity, and wellbeing of all pupils.

Our principles are:

- Safety first: safeguarding always takes priority over innovation.
- Inclusion: AI must support accessibility and independence for all learners.
- Transparency: staff, pupils, and parents must understand how AI is used.
- Professional oversight: AI will never replace human judgment.
- Compliance: all AI use will meet Keeping Children Safe in Education (2025) and data protection standards.

2. Strategic Aims

Over the next three years, we will:

1. Support Learning: Use AI to personalise learning, provide differentiated resources, and support communication.
2. Enhance Accessibility: Deploy AI-powered assistive technologies (e.g., speech-to-text, communication aids).
3. Strengthen Safeguarding: Ensure AI is used in line with safeguarding policy and KCSIE (2025).
4. Build Staff Capacity: Train staff in safe, effective AI use.
5. Engage Parents and Pupils: Provide clear information and guidance on AI.
6. Ensure Responsible Data Use: Vet all AI tools for GDPR compliance and ethical standards.

3. Implementation Plan

Phase 1 – Establishing Safe Foundations (Year 1)

- Audit current use of AI tools across the school.
- Approve a list of safe, school-sanctioned AI tools.
- Train staff on safe use, safeguarding implications, and acceptable use.
- Raise awareness for pupils (through digital literacy sessions) and parents (through workshops/newsletters).
- Appoint AI Lead (a senior leader) to oversee development, alongside the DSL and DPO.

Phase 2 – Embedding AI in Learning and Support (Year 2)

- Expand AI in classrooms: Introduce AI-powered communication aids and personalized learning resources.
- Pilot projects: Small-scale trials of AI in subjects (e.g., AI-based literacy support, visual aids for learners with autism).
- Staff champions: Develop a team of staff with expertise in AI for SEND to model best practice.
- Review impact: Evaluate benefits, risks, and accessibility for pupils with different needs.

Phase 3 – Innovation and Continuous Improvement (Year 3)

- Scale up effective use: Adopt AI tools that have proven safe and beneficial.
- Enhance data analytics: Use AI to support SEND provision planning (with human oversight).
- Pupil voice: Establish pupil feedback channels to understand experiences with AI.
- Community engagement: Share best practice with other schools and local authority networks.
- Review strategy: Update annually in line with new guidance, legislation, and school needs.

4. Safeguarding and Data Protection

- AI tools will be pre-approved by SLT and Data Protection Officer (DPO).
- No pupil-identifiable data will be input into generative AI without authorisation.
- AI use will always be monitored by staff, not left unsupervised with pupils.
- Any safeguarding concerns arising from AI will be reported via existing safeguarding procedures.

5. Roles and Responsibilities

- Governing Body: Oversight of safe AI use, linked to safeguarding and strategic planning.
- SLT / AI Lead: Approve tools, provide training, monitor implementation.
- DSL and DPO: Ensure safeguarding and GDPR compliance.
- Teachers and Support Staff: Model safe use and integrate AI appropriately into learning.
- Pupils: Use AI responsibly and report concerns.
- Parents/Carers: Engage with guidance and support pupils in safe use.

6. Monitoring and Evaluation

- Annual review by SLT and Governing Body.
- Safeguarding team to monitor risks and incidents.
- Feedback gathered from staff, pupils, and parents.
- Adjustments made in response to changes in technology, legislation, or pupil needs.

December 2025

Appendix 2 – pupil friendly AI rules

Our School AI Rules

This guide explains how we use Artificial Intelligence (AI) safely in our school. AI means computers that can learn and help us with different tasks.

Why We Use AI

AI can help us in school by:

- Reading text out loud.
- Turning speech into words.
- Giving us pictures or ideas for learning.
- Helping teachers prepare lessons.
- Making learning easier for everyone.

Staying Safe with AI

It is important to stay safe when we use AI:

- Only use AI tools that teachers say are safe.
- Never share personal information (like your name, address, or phone number).
- Tell a teacher if AI shows you something upsetting or wrong.
- Remember, AI is a tool – people make the final decisions.

Good Ways to Use AI

- ✓ To help us learn new things.
- ✓ To support communication.
- ✓ To help with reading and writing.
- ✓ To make learning fun and fair for everyone.

Not OK Ways to Use AI

- ✗ To be unkind or make rude messages.
- ✗ To copy work and pretend it is your own.
- ✗ To look for things that are not safe for children.
- ✗ To use AI without a teacher's permission.

Who Can Help?

If you are worried or unsure about AI, you can talk to:

- Your teacher.
- A teaching assistant.

- The Designated Safeguarding Lead (DSL).
- Your parents or carers.

Remember: AI can be very helpful, but people keep us safe. Always ask for help if you are unsure.