



Faith is all around us.

We have to have faith in ourselves in order to be the best that we can be.
We are a small school, with big hearts and together we beat as one.

Your word is a
lamp for my feet
a light on my
path.
Psalm 119:105

Wistow Parochial C of E Primary School

Head teacher: Carla Cox

Use of AI In School Policy

Document Status		
Date of Next Review	December 2026	Responsibility – Full Governing Body
Date of Policy Creation	November 2025	Responsible Governor Name
Date of Ratification at FGB Meeting	December 2025	Allen Blake
Policy Publication/Communication <input type="checkbox"/> Shared staff network drive <input type="checkbox"/> Updates to staff in staff meetings		<i>Signed off by the above named Governor during the full governing body meeting held on the date stated as ratified.</i>

1. Purpose

This policy outlines the safe, ethical, and effective use of Artificial Intelligence (AI) tools—specifically **Teachmate AI** and **Copilot**—by staff at Wistow Primary School. It aims to enhance teaching and learning, streamline administrative tasks, and support staff wellbeing, while ensuring data protection, safeguarding, and professional integrity.

2. Scope

This policy applies to all teaching, support, and administrative staff using AI tools within the school environment.

3. Approved AI Tools

- **Teachmate AI** – for lesson planning, curriculum support, differentiation, and pupil progress tracking.

- **Copilot** – for document drafting, data analysis, communication support, and general productivity.

4. Guiding Principles

1. **Enhancement, not replacement:** AI is used to support and enhance human decision-making, not replace professional judgment.
2. **Safety and safeguarding:** AI must be used in ways that uphold child protection and safeguarding standards.
3. **Data privacy:** Staff must not input personal, sensitive, or identifiable pupil data into AI tools unless the tool is approved for secure data handling.
4. **Transparency:** Staff should be clear when AI has contributed to a task or decision, especially in communications or reports.
5. **Professional responsibility:** Staff remain accountable for all outputs generated with AI assistance.

5. Use Cases

Teaching and Learning

- Generate differentiated lesson plans and resources.
- Support curriculum mapping and sequencing.
- Create engaging content tailored to pupil needs.
- Assist with marking and feedback (where appropriate and ethical).
- Support SEND provision through tailored strategies.

Office-Based Tasks

- Draft letters, newsletters, and reports.
- Automate repetitive tasks (e.g., formatting documents, summarising meeting notes).
- Analyse data trends (e.g., attendance, assessment outcomes).
- Prepare presentations and visual materials.

Work-Life Balance

- Reduce workload through automation of routine tasks.
- Provide wellbeing support (e.g., time management tips, stress-reduction strategies).
- Enable flexible working through remote access to AI tools.

6. Pupil Use of AI

As part of our commitment to preparing pupils for the future, children will be introduced to Artificial Intelligence (AI) in a safe, age-appropriate, and secure manner. Access will be strictly controlled through school-managed devices and platforms that comply with data protection and safeguarding standards.

- **Supervised Use:** All AI-related activities will take place under teacher supervision to ensure responsible and ethical engagement.
- **Privacy Protection:** No personal data will be shared with AI tools. Pupils will use anonymized or fictional examples where required.
- **Educational Purpose:** AI will be introduced as a learning tool to support creativity, problem-solving, and critical thinking, not as a replacement for human judgment.
- **Secure Platforms:** Only approved, school-vetted AI resources will be used, ensuring compliance with GDPR and online safety guidelines.

This approach ensures pupils gain an understanding of AI while maintaining their safety, privacy, and digital wellbeing.

7. Security and Data Protection

- Staff must follow Veritau GDPR and school data protection policies.
- AI tools must be used on secure, school-approved devices and platforms.
- No pupil names, photos, or sensitive data should be entered into AI tools unless explicitly permitted.

8. Training and Support

- Staff will receive regular training on safe and effective AI use.
- A designated AI Lead will support implementation and address concerns.
- Feedback on AI use will be gathered termly to inform policy updates.

9. Monitoring and Review

- AI usage will be monitored to ensure compliance and effectiveness.
- This policy will be reviewed annually or in response to significant changes in AI technology or regulation.