



**POULTON ST CHAD'S**  
CHURCH OF ENGLAND  
PRIMARY SCHOOL

**LOVE LEARNING. LOVE GOD. LOVE ONE ANOTHER.**

**AI Policy**

<b>Issue Number</b>	<b>Date</b>	<b>Author</b>	<b>Approver</b>	<b>Review Date</b>	<b>Changes</b>
1	22.6.25	H. Parry	Curriculum Committee 30.9.25	July 2026	Newly written

## AI POLICY

### **Our Mission statement:**

At Poulton St Chad's, we believe every child is a gift from God, blessed with their own gifts and talents. It is our mission to ensure children are safe, happy and can thrive. We aim to give our children a love for learning through our engaging curriculum and enrichment opportunities; a love for God within our distinctly Christian setting and a love for one another through our nurturing environment and inclusive relationships.

Every day we are guided by our biblical root: "Let all that you do be done in love." (1 Corinthians 16:14) and by our school motto: LOVE LEARNING. LOVE GOD. LOVE ONE ANOTHER.

### **Document Purpose**

This policy provides guidance on the safe, ethical, and effective use of Artificial Intelligence (AI) technologies within Poulton St Chads, ensuring alignment with child protection standards, educational goals, and digital literacy development.

This policy reflects the school values and philosophy in relation to the teaching and use of AI. It sets out a framework within which teaching and non-teaching staff can operate and gives guidance on planning, teaching and safety. This policy is available on the school server and is available to parents on our school web site.

This policy operates in conjunction with the following school policies:

- Online Safety Policy
- Computing Policy
- Child Protection and Safeguarding Policy
- Acceptable Use Agreements

### **AI definition**

Artificial Intelligence (**AI**) refers to the development of computer systems or software designed to perform tasks that would normally require human intelligence. These tasks include reasoning, learning from experience (machine learning), problem-solving, decision-making, language understanding, and visual perception. In the context of education, AI can be used for applications such as personalized learning, automated administrative tasks, and enhancing student-teacher interactions.

## **Philosophy**

At Poulton St Chads, we believe that Artificial Intelligence (AI) is a powerful tool that, when used thoughtfully, can support learning, creativity, and problem-solving. As educators, we are committed to helping children understand what AI is, how it affects our world, and how to use it responsibly.

We recognize that AI is already part of daily life—from voice assistants to smart recommendations—and our goal is to help children explore these technologies in ways that encourage curiosity, critical thinking, and ethical understanding. While we celebrate the benefits AI can offer in making tasks easier and enhancing learning experiences, we also teach our students to question and reflect on the limitations and responsibilities that come with its use.

### **At St Chads, our intent is:**

Our intent is by adopting and integrating Artificial Intelligence (AI) technologies is to enhance teaching and learning in a safe, ethical, and age-appropriate manner. This policy is designed to ensure that AI tools are used to support educational outcomes, promote digital literacy, and uphold the rights and well-being of all students and staff.

We recognize that AI has the potential to personalize learning, improve administrative efficiency, and prepare our pupils for a rapidly evolving digital world. However, we are equally committed to ensuring that AI use in our school is transparent, responsible, inclusive, and aligned with our safeguarding duties and educational values.

Through this policy, we aim to:

- Provide clear guidance on the appropriate and ethical use of AI in our school community.
- Foster a balanced understanding of AI's benefits and limitations among students, staff, and parents.
- Protect the privacy, safety, and development of our learners at all times.
- Ensure AI supports, rather than replaces, the essential human relationships that underpin effective education.
  
- to introduce children to AI in a way that is enjoyable and fun.
- to stimulate and encourage children's curiosity about AI.
- to increase confidence and AI ability in preparation for transition to KS3.
- to lay the foundations for future study.

## **Principles of teaching pupils about the safe use of AI: Impact**

Teaching about the safe and appropriate use of AI will ensure that pupils benefit from a knowledge-rich curriculum which enables them to become well-informed users of technology and understand its impact on society. Pupils will gain strong foundational knowledge which ensures they are developing the right skills to make the best use of AI tools.

The school will:

- Teach pupils how to use emerging technologies, including AI tools, safely and appropriately.
- Raise awareness of the limitations, reliability and potential bias of AI tools.
- Help pupils to understand how information on the internet is organised and ranked.
- Include online safety teaching in the curriculum and how to protect against harmful, fake or misleading content.
- Encourage the safe and responsible use of digital content.
- Teach about the impact of technology, including disruptive and enabling technologies.
- Include teaching about how computers work, connect with each other, follow rules and process data in the curriculum.

## **Implementation of AI Tools**

The school will ensure that AI tools are used appropriately to achieve the following aims:

- To reduce workload
- To free up teachers' time
- To assist with the production of high-quality and compliant administrative plans, policies and documents
- To support the teaching of a knowledge-rich computing curriculum
- To teach pupils:
  - How to use emerging technologies safely and appropriately.
  - About the limitations, reliability and potential bias of AI tools.
  - How information on the internet is organised and ranked.
  - How online safety practices can protect against harmful and misleading content.
  - To identify and use appropriate resources to support their education, including age-appropriate resources and preventing over-reliance on a limited number of tools or resources.

Whilst recognising that AI tools can be used appropriately and with benefit to teaching and learning, the school will keep in mind that the content produced by AI tools can be:

- Inaccurate.
- Inappropriate.
- Biased.
- Taken out of context and without permission.
- Out of date or unreliable.

Where AI tools are used to produce administrative plans, policies and documents, all staff members will understand that the quality and content of the final document remains the professional responsibility of the staff member who produced it. Staff members using AI tools to create documents will not assume that AI output will be comparable with a human-designed document that has been developed in the specific context of the school.

We recognise that the use of artificial intelligence (AI) can help to positively affect teacher workload, develop pupils' intellectual capabilities and prepare them for how emerging technologies will change workplaces. While there are many benefits to the use of AI tools, the content they produce may not always be accurate, safe or appropriate, and could lead to malpractice.

### **Curriculum Management**

The computing subject coordinator will facilitate the development of AI in the following ways:

- By managing the implementation of the AI policy;
- By updating the policy and computing scheme of work;
- By ordering/updating/allocating resources;
- By identifying need and arranging INSET;
- By keeping staff abreast of new developments;
- By supporting staff in developing pupils' capability;
- By attending appropriate courses to update knowledge of current developments and by keeping links with the Advisory Team for AI
- By contributing to the School Development Plan on an annual basis
- By liaising with feeder schools

## **Inclusion and Safeguarding**

All pupils, regardless of race or gender, shall have the opportunity to use AI's capability. The school promotes equal opportunities and fairness of distribution of AI resources.

The school acknowledges that generative AI tools can be used to produce content that is dangerous, harmful, and inappropriate. The school will follow the procedures set out in the Safeguarding Policy and the Online Safety Policy to ensure that pupils are not able to access or be exposed to harmful content.

Pupils will be taught about the risks of using AI tools and how to use them safely. Pupils will be made aware of how to report any concerns or incidents involving generative AI, and who to talk to about any issues regarding the use of AI tools. The school will ensure that parents are aware of who to speak to about any concerns or issues regarding the use of AI. The school will ensure that the appropriate filtering and monitoring systems are in place to protect pupils online.

At the time of writing this policy, the use of AI by staff in any meetings to record the meeting or produce minutes is not allowed. Software such as Fireflies is strictly not allowed for any meeting or for any reason.

Staff may in the future, after careful and open discussion and review of this policy, use software such as co-pilot to transcribe some of their meetings. This is a legitimate use as this is under LCC's information governance rules and is a licensed product which does not share school information outside LCC. If we do choose to use AI in any meeting, we will ensure we have permissions from all attendees and we will only use an approved and carefully licensed product such as Co-Pilot where there are strict confidentiality and functionality rules governing its use.

This policy will also be reviewed annually to ensure that it complies with the latest legislation, guidance and best practice. Any changes made to this policy will be communicated to all Governors and teaching staff by the subject leader.