



PUDSEY GRAMMAR SCHOOL

EST.1905

Staff Use of AI (Artificial Intelligence) Policy 2025 - 2026

This policy has been agreed by the Governing Body of
Pudsey Grammar School

Ratified: Full Governor Meeting

Date approved: 24th September 2025

Date of review: September 2026

Purpose

This policy sets out expectations for the safe, responsible, and lawful use of Artificial Intelligence (AI) tools by staff at Pudsey Grammar School. The aim is to support teaching, learning, and administration while ensuring compliance with data protection laws, safeguarding requirements, and professional standards.

1. Scope

This policy applies to all staff employed by Pudsey Grammar School, including teaching, support, and administrative staff, when using AI systems for school-related purposes.

2. Principles

- **Compliance with Law:** Use of AI must comply with the UK GDPR, Data Protection Act 2018, and other relevant legislation.
 - **Transparency:** Staff should be open with colleagues and leaders about when and how AI is being used.
 - **Professional Judgment:** AI is a tool to support—not replace—professional expertise, particularly in teaching, assessment, and safeguarding.
 - **Safety and Ethics:** AI use must reflect the school's safeguarding duty and values, avoiding bias, discrimination, or harmful content.
-

3. Acceptable Uses of AI

Staff may use AI for:

- Drafting lesson resources, schemes of work, and teaching materials (with professional review before use).
 - Generating ideas for classroom activities, differentiation, or curriculum enrichment.
 - Supporting administrative tasks such as drafting letters, reports, or policies (subject to proofreading and approval).
 - Analysing anonymised data sets for school improvement purposes (e.g., trends in attainment or attendance).
 - Professional development, research, and training.
-

4. Prohibited Uses of AI

Staff must not:

- Enter **personal data** about students, parents, or staff into AI systems unless the system is approved by the school and compliant with GDPR.
- Upload or share **confidential or sensitive school data** (e.g., safeguarding concerns, exam results, financial data).
- Use AI to make decisions that directly affect students or staff without human oversight (e.g., grading work, disciplinary action).

- Share AI-generated content with students without first checking accuracy, appropriateness, and alignment with curriculum and safeguarding standards.
 - Use unverified AI tools that do not meet the school's IT security and data protection requirements.
-

5. Data Protection & GDPR

- Staff must treat AI tools as **data processors** where personal data is involved.
 - Any AI use involving personal data must have prior approval from the school's Data Protection Officer (DPO).
 - Where possible, use **anonymised or synthetic data** instead of identifiable data.
 - Staff must not transfer data outside of the UK/EU without ensuring adequate safeguards are in place.
 - Staff are responsible for ensuring that any output is fact-checked and does not expose personal or sensitive data.
-

6. Safeguarding

- AI outputs used with students must be age-appropriate and free from harmful or discriminatory content.
 - AI must not be used for direct communication with students outside of approved school platforms.
 - AI should not be used in a way that could undermine staff authority, relationships, or safeguarding responsibilities.
-

7. Accountability

- Staff are accountable for any materials or communications generated using AI.
 - Line managers may review AI use to ensure compliance with this policy.
 - Breaches of this policy may result in disciplinary action in line with the school's staff code of conduct.
-

8. Training and Support

- The school will provide training on safe and effective AI use.
 - Staff should seek guidance from the DPO or senior leadership before trialling new AI tools.
 - Good practice examples will be shared to encourage innovation within safe boundaries.
-

9. Policy Review

This policy will be reviewed annually, or sooner if legislation, technology, or school needs change.