Artificial Intelligence Policy (AI)

This policy has undergone an Equalities Impact Assessment in line with the requirements of the Public Sector Equality Duty

Committee:	Resources Committee
Policy Ratified:	October 2025
Review Date:	October 2026

Additional School Procedure (note if N/A)	
Committee:	
Procedure Adopted:	
Review Date:	

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1. Introduction

1.1. The Trustees of Coastal Learning Partnership (CLP) recognise that Artificial Intelligence (AI) will be part of our pupils' future working and personal lives and that, as educators, we have a duty to empower our pupils in the safe and effective use of AI. Trustees also recognise the potential for Artificial Intelligence (AI), particularly Generative AI, to transform how pupils learn more generally as well as our administrative and operational systems and processes.

1.2. This policy outlines our approach to empowering all members of the Trust community to be able to explore and use AI to enhance their learning, efficiency and creativity whilst being safe and data aware. We aim to integrate AI responsibly, safely and ethically.

1.3. We recognise the guidance set out in the **Department for Education's Statement on Generative Artificial Intelligence in Education**[1] and **Generative AI: product safety expectations**[2]. This policy has been informed by that guidance.

1.4. The trustees of CLP expect everyone using generative AI to comply with relevant laws, regulations, policies and guidelines governing all relevant aspects including safeguarding, intellectual property, copyright and data protection. The safeguarding of our pupils and their online safety is prioritised, and staff will not knowingly use any AI technology that puts pupils (or themselves) at greater risk. Staff will not provide intellectual property, including pupils' work, to be used to train Generative AI models without appropriate consent or exemptions in place.

1.5. CLP will use AI as an administrative and educational tool and actively develop staff and pupils' AI literacy and skills. We aim for AI to reduce staff workload, not add to it, thereby making a positive contribution to staff wellbeing in the workplace. We aim for AI to improve and streamline operations to maximise time and resources available for teaching and learning.

1.6. Relevant policies:

- **Code of Conduct**
- **Data Protection Policy**
- **IT and Communications Systems Policy (including Acceptable Use Agreement)**
- **Safeguarding and Child Protection Policy and Procedures**
- **Whistleblowing Policy**

2. Core principles

2.1. When investing in, implementing and using AI in CLP, the Trustees of Coastal Learning Partnership expect everyone to follow these key principles:

- **Equity and inclusion:** Commit to deploying AI technologies in a way that is equitable and promotes inclusion, addressing biases and ensuring fair access to educational opportunities for all pupils.
- **Transparency:** Prioritise transparency in AI usage, ensuring that pupils, families and staff understand how and where it is used and its effects, including on teaching and learning.

[1] https://www.gov.uk/government/publications/generative-artificial-intelligence-in-education/generative-artificial-intelligence-ai-in-education

[2] https://www.gov.uk/government/publications/generative-ai-product-safety-expectations/generative-ai-product-safety-expectations

- **Privacy:** Apply strict data protection standards, including safeguarding all sensitive data used in AI applications.
- **Accountability:** Senior leaders are accountable for the ethical design, development and implementation of AI systems, regularly reviewing their compliance, impact and efficacy.
- **Educational value:** Fully consider how AI applications align with the curriculum scope and objectives and serve to improve teaching and learning experiences and outcomes for pupils.
- **Safeguarding:** Ensure expectations outlined in **Generative AI: product safety expectations** are met**,** in summary:

    - **Safe Procurement and Use:** senior leaders will ensure AI is considered during the procurement process and only age-appropriate products will be used for pupils.
    - **Filtering, monitoring and supervision:** The Chief Finance and Operating Officer will ensure filtering for AI content is in place as per the **IT and Communications Policy**.
    - **Policies:** ensure child protection and online safety policies reflect any use of emerging technologies (for instance, generative AI) by staff or pupils, with appropriate controls.

2.2. Leaders will commit to:

- **Understanding Generative AI:** Ensuring staff receive training on the capabilities and limitations of Generative AI tools, including an awareness of bias, accuracy and currency and how to get the most from the applications. Ensuring they learn to quality-assure and fact-check the results and use AI-generated content responsibly to enhance their work.
- **Data protection and Intellectual Property:** Ensuring staff are trained to protect personal and sensitive data, ensuring compliance with data protection legislation and other relevant policies, recognising the risks posed by AI. Ensuring staff respect pupils' intellectual property rights, ensuring that original work (including homework) is not used to train AI models without appropriate consent or exemption to copyright.

3. Guidelines for all staff using generative AI

3.1. Staff must not share personal or sensitive or proprietary information with AI platforms unless 1) the product has been approved by the Data Protection Officer (DPO) who will, in determining whether to approve a platform, engage with other leaders as appropriate, **and** 2) the sensitive data to be shared has also been approved (as is routinely expected). A list of approved products will be maintained on the CLP Intranet.

3.2. Staff are encouraged to explore and use approved AI products and technologies to support and enhance their work. Examples may include use of licensed AI tools for lesson planning, production of curriculum materials and administration. We encourage this exploration through CLP approved platforms and, where a non-approved platform is chosen, the user must strictly adhere to the requirements of this policy noting that no intellectual property or sensitive data whatsoever can be input into the platform.

3.3. Staff are encouraged to be curious about AI products and identify products that might be useful; they are expected to be transparent with their Headteacher and the DPO about these to allow testing and impact assessment so that CLP can safely embrace use of such technologies and so expand the library of approved resources.

3.4. Appendix A illustrates the process that must be followed when considering use of an AI product which is not currently approved.

3.5. Staff will use AI tools responsibly, ensuring they complement expertise but do not create a substitute for professional judgement. Staff remain professionally responsible and accountable for the quality and content of any output they have generated using AI and must:

3.5.1. **Professional judgement:** exercise professional judgement in checking AI-generated content for accuracy, relevance and appropriateness before use. Staff are expected to provide context and supplement AI-generated materials with their expertise.

Personalisation and learning: promote equity in education by considering use of AI to address learning gaps and provide personalised support, preparing all pupils for a future in which AI technology will be an integral part, being mindful of disparities in opportunities for different pupils.

3.6. Staff will emphasise to pupils the importance of critical thinking, creativity and originality in their work. Clear guidelines and expectations will be communicated to pupils regarding the appropriate use of generative AI tools for homework and during assessments, ensuring that their work reflects their own efforts and understanding.

3.7. **All staff are responsible for reading and understanding this policy before using any AI technology. Staff must report any suspected breaches of this policy to the Data Protection Officer at DPO@coastalpartnership.co.uk.**

3.8. Where a staff member is alleged to have misused AI or works outside the remit of this policy, for example, by inputting personal information unless permitted, the action will be considered as a breach of this policy and will be dealt with in accordance with our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct which could lead to summary dismissal.

3.8.1 Managers dealing with any possible breaches of this policy must ensure that the DPO and HR are informed of the details and given copies of relevant documents.

3.8.2 Action taken will depend on the individual circumstances, nature and seriousness of the specific incident, and will be proportionate.

4. Guidelines for Pupils

4.1 Pupils must be clear and transparent where work has been generated with the help of AI. Headteachers will ensure:

- **Understanding Generative AI:** Pupils are educated on the capabilities and limitations of the most widely available, age-appropriate, Generative AI tools, empowering them to critically evaluate AI-generated content. They learn to discern between reliable and unreliable information and use AI tools responsibly.
- **Responsible use:** Pupils are encouraged to use AI tools as aids to supplement their understanding rather than relying on AI-generated content. They are taught to quality-assure and fact-check information and get help from teachers and support staff when needed. Pupils are taught not to enter personal details or sensitive information into Generative AI tools.
- **Digital citizenship:** Pupils are trained in digital citizenship and online safety, including understanding the implications of sharing personal data and intellectual property online. They learn to protect their privacy and respect the intellectual property rights of others in digital environments.

5. Roles and responsibilities, including risk management

5.1 The trustees of CLP:

- **Bias and discrimination:** are committed to fairness and equality and will reduce the risk of unfair outcomes by upskilling staff to understand the potential for bias in AI-generated content and to monitor AI outputs to ensure fairness and equality.
- **Data security:** will ensure Cybersecurity measures are implemented to prevent data breaches and unauthorised access to sensitive information, including AI-generated content.
- **Educational integrity:** will ensure measures are taken to prevent misuse of AI and safeguard the integrity of assessments.
- **Information Governance:** will ensure that policies and procedures put in place to facilitate and govern the use of AI do not compromise Coastal Learning Partnership's published Information Governance arrangements.

5.2 The Data Protection Officer will:

- Evaluate AI platforms for inclusion on the CLP approved register
- Support schools in managing situations where some misuse of AI has occurred
- Make arrangements for core awareness training for staff and others in both how to get the most from AI and relevant risk management issues such as good data protection practice.
- Support schools in maintaining a high level of AI awareness within the CLP community.

5.3 Headteachers will:

- **Online safety:** ensure every school appoints an Online Safety Champion as required in CLP policies, and ensure guidance is provided to protect against harmful or inappropriate content online, including content generated by AI.
- **Actively promote AI awareness and training messages within the school community, reaching out to the DPO where they consider further training may be required.**
- Encourage and support staff to use AI in a way which enhances teaching and learning and reduces workload.
- Monitor the impact of AI through their existing monitoring activities (eg, evaluation of quality of teaching can include appropriateness of resources, including where AI has been used to create bespoke resources or support learning through differentiation.
- Support and challenge staff, and others, where AI appears to be used to any detriment.

6. Feedback, evaluation and continuous improvement

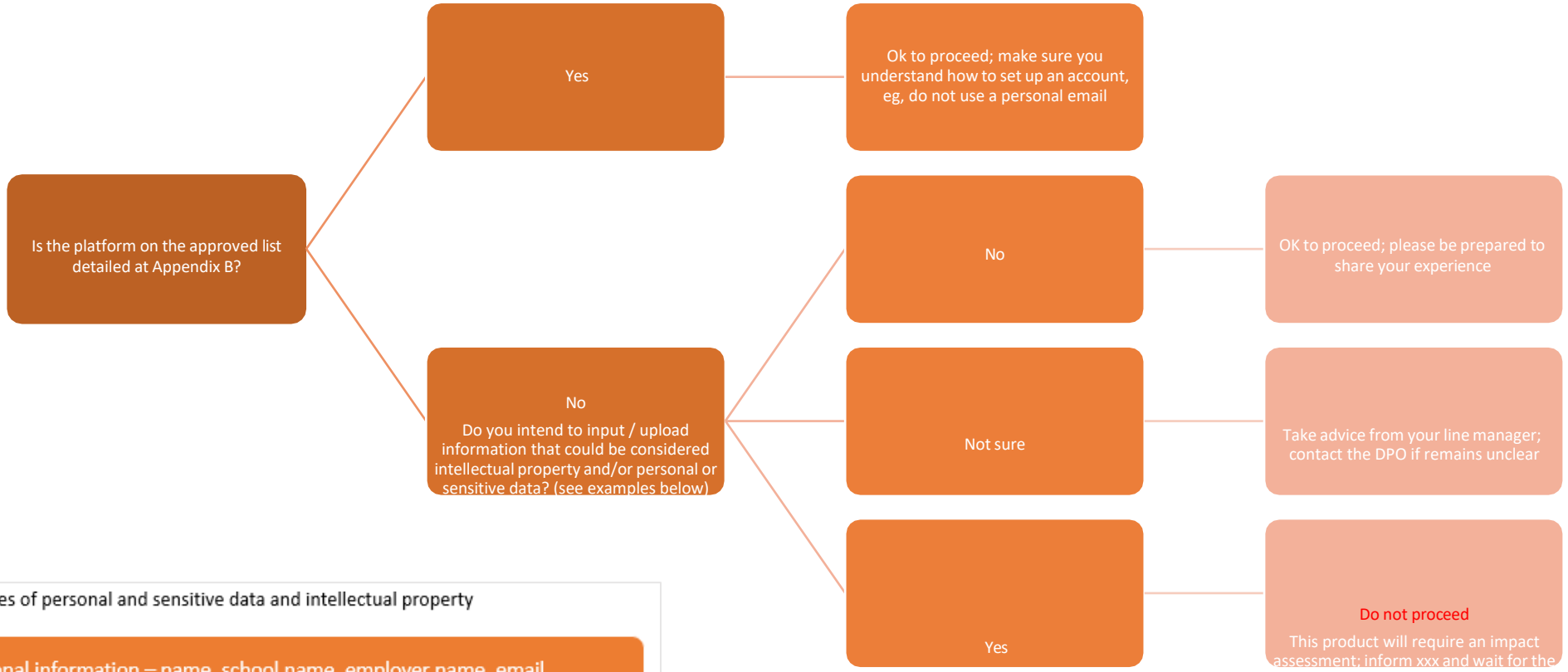
6.1 Trustees, supported by central team staff, will continue to engage in ongoing research to continually refine and improve the use of AI, remaining alert to the risks.

6.2 Trustees will consider any feedback from stakeholders in the ongoing development of this policy and associated materials.

7. Review

7.1 This policy will be reviewed annually or more frequently as required until it is considered that this topic is at steady state.

Appendix A: Decision flowchart for staff who are considering inputting information to a digital platform / application that uses generative AI



Examples of personal and sensitive data and intellectual property

- Personal information – name, school name, employer name, email
- Sensitive information – SEND, medical, employment, safeguarding, behaviour
- Proprietary information – assessment data, absence data (pupil or employee)
- Can the information identify a person or CLP or a school?

Appendix B: Approved platforms at January 2025

- TeachMate AI – part of a controlled trial
- SLT AI – part of a controlled trial
-

Anyone outside of the controlled trial group, must not input personal data to these platforms.

Also available to all is Microsoft Co-Pilot (available within CLP's O365 platform) – at this stage personal and intellectual data should not be used.