



KING'S HOUSE SCHOOL
RICHMOND



**ARTIFICIAL INTELLIGENCE (AI)
POLICY**

Member of staff responsible:	Head of Computing & Digital Learning
Date of policy review:	January 2026
Date of next review:	January 2027
Approved by Head:	January 2026



INTRODUCTION

Artificial Intelligence (AI) technology is widely used in commercial environments and is gaining greater use in education. We recognise that the technology has many benefits and the potential to enhance outcomes and educational experiences, with the opportunity to support staff in reducing workload.

We also realise that there are risks involved in the use of AI systems, but that these can be mitigated through our existing policies and procedures, amending these as necessary to address AI risks.

We aim to educate staff and pupils about the safe and ethical use of AI, preparing them for a future in which AI technologies are likely to play an increasing role.

The safeguarding of staff and pupils will, as always, be at the forefront of our policy and practice.

This policy should be read in conjunction with other school policies:

- Data Protection Policy
- Staff Code of Conduct
- Pupil Behaviour, Discipline and Exclusions policy
- Anti-bullying policy
- Internet safety policy
- Staff and Pupil Acceptable Use Agreements
- Academic and Curriculum Policy

POLICY STATEMENTS

1. The School acknowledges the benefits of the use of AI in an educational context - including enhancing teaching and learning and outcomes, improving administrative processes, reducing workload and preparing staff and pupils for a future in which AI technology will be an integral part. Staff are encouraged to use AI based tools to support their work where appropriate, within the frameworks provided below and are required to be professionally responsible and accountable for this area of their work.
2. We will comply with all relevant legislation and guidance, with reference to guidance contained in Keeping Children Safe in Education (2025).



3. We will provide relevant training for staff in the advantages, use of and potential risks of AI. We will support staff in identifying training and development needs to enable relevant opportunities.
4. We will ensure that, within our education programmes, pupils understand the ethics and use of AI and the potential benefits and risks of its use. The school recognises the importance of equipping pupils with the knowledge, skills and strategies to engage responsibly with AI tools.
5. The school will use AI responsibly and with awareness of data sensitivity. Where used, staff should use AI tools responsibly, ensuring the protection of both personal and sensitive data. Staff should only input anonymised data to avoid the exposure of personally identifiable or sensitive information.
6. Staff should always ensure AI tools used comply with UK GDPR and other data protection regulations. They must verify that tools meet data security standards before using them for work related to the school.
7. Only those AI technologies approved by the School may be used. Staff should always use school-provided AI accounts for work purposes. These accounts are configured to comply with organisational security and oversight requirements, reducing the risk of data breaches.
8. We will protect sensitive information. Staff must not input sensitive information, such as internal documents or strategic plans, into third-party AI tools unless explicitly vetted for that purpose. They must always recognise and safeguard sensitive data.
9. The school will ensure that when AI is used, it will not infringe copyright or intellectual property conventions – care will be taken to avoid intellectual property, including that of the pupils, being used to train generative AI models without appropriate consent.
10. AI incidents must be reported promptly. Staff must report any incidents involving AI misuse, data breaches, or inappropriate outputs immediately to the relevant internal teams. Quick reporting helps mitigate risks and facilitates a prompt response.



11. The school will audit all AI systems in use and assess their potential impact on staff, pupils and the school's systems and procedures, creating an AI inventory listing all tools in use, their purpose and potential risks.
12. We are aware of the potential risk for discrimination and bias in the outputs from AI tools and have in place interventions and protocols to deal with any issues that may arise. When procuring and implementing AI systems, we will follow due care and diligence to prioritise fairness and safety.
13. Recourse for improper use and disciplinary procedures. Improper use of AI tools, including breaches of data protection standards, misuse of sensitive information, or failure to adhere to this agreement, will be subject to disciplinary action as defined in the Staff Code of Staff Handbook.

RESPONSIBILITIES

Headteacher and Senior Leadership Team

Are responsible for the strategic planning of how AI will be used in the school, establishing AI policies and procedures and ensuring that all staff receive relevant training and have a clear understanding of these.

Designated Safeguarding Lead (DSL)

Our Designated Safeguarding Lead has responsibility for online safety in the school. They are expected to have knowledge of AI and its safeguarding implications and an in-depth working knowledge of key guidance. We ensure that they receive appropriate specialist training, commensurate with their role and that ongoing training is provided for all school staff.

Data Protection Officer (DPO)

The DPO will be responsible for providing advice and guidance about data protection obligations in relation to the use of AI, including related Data Protection Impact Assessments (DPIAs).

Technical Staff



Technical staff / IT Leads will be responsible for technical support and guidance, with particular regard to cyber-security and the effectiveness of filtering and monitoring systems.

Staff

It is the responsibility of all staff to have read and understood this policy and the Staff IT Acceptable Use Policy. All staff must report any incidents or suspected incidents concerning the use of AI in line with school policy. All staff will challenge any inappropriate behaviour. Staff have a duty to ensure that:

- the school environment is safe
- sensitive and confidential data / information is secure
- that their actions do not put the reputation of the school at risk and that
- pupils understand their responsibilities

Governors

We ensure that our governing body has a good understanding of how AI is used in a school context and potential benefits and risks of its use. This may include evaluation of the use of AI in the curriculum, administration and communications, ensuring that risks relating to these issues are identified, that reporting routes are available, and that risks are effectively mitigated.

Parents/carers

We work hard to engage parents and carers by:

- regular in school sessions
- sharing newsletters
- sharing information online e.g., website, social media
- providing curriculum information

Parents and carers are made aware of how AI is used in school and receive guidance on both good practice in its use and the risks of misuse that may affect their children's learning or safety. They are encouraged to report any concerns to the school and are made aware that all incidents will be handled with care and sensitivity.



VULNERABLE GROUPS

We recognise that vulnerable pupils are more likely to be at risk from the misuse of AI (both in their own use or through the actions of others). We ensure that vulnerable pupils are offered appropriate support to allow them to gain full benefit of the use of AI, while being aware of the potential risks.

Children are considered to be vulnerable data subjects and therefore any process involving their personal data is likely to be “high risk”. If an AI / automated process is used to make significant decisions about people, this is likely to trigger the need for a Data Protection Impact Assessment (DPIA).

RESPONDING TO AN INCIDENT OR DISCLOSURE

Our response is always based on sound safeguarding principles and follows school safeguarding and disciplinary processes. It is calm, considered and appropriate and puts the pupil at the centre of all decisions made.

- All AI incidents (including data breaches and/or inappropriate outputs) must be reported promptly to the relevant internal teams. Effective reporting helps mitigate risks and facilitates a prompt response.
- Where relevant / required incidents will be reported to external agencies e.g., Police, LADO, DPO, ICO.
- All AI related incidents will be recorded through the school’s normal recording systems

In the case of misuse of AI by staff, the normal staff disciplinary processes will be followed.

EDUCATION

Our school’s educational approach seeks to develop knowledge and understanding of emerging digital technologies, including AI.

This policy outlines our commitment to integrating Artificial Intelligence (AI) responsibly and effectively within our school environment. We will use AI responsibly, safely and purposefully to support these aims:

- Enhance academic outcomes: Improve educational experiences and performance for pupils.



- Support teachers: Assist in managing workloads more efficiently and effectively.
- Educate on AI use: Promote safe, responsible, and ethical AI practices among staff and pupils.
- Develop AI literacy: Incorporate AI as a teaching tool to build AI skills and understanding.
- Prepare for the future: Equip staff and pupils for a future where AI is integral.
- Promote educational equity: Use AI to address learning gaps and provide personalised support.

Our school's approach is to deliver this knowledge and understanding wherever it is relevant within the curriculum. This could include:

- Computing
- PHSE
- Cross curricular programmes
- Assemblies
- Workshops and external visits
- Discrete subjects

TRAINING

As AI becomes an integral part of modern education, it is essential for staff to be trained in its effective use. Training equips educators with the knowledge and skills to integrate AI tools responsibly into teaching, learning, and administrative processes. It ensures that AI is used to enhance educational outcomes, streamline workloads, and promote equity while safeguarding ethical practices and data privacy. By fostering AI literacy, staff can confidently prepare pupils for a future where AI is a key driver of innovation and opportunity.

1. We will provide comprehensive training to all staff on the effective, responsible, and ethical use of AI technologies in education, ensuring these tools enhance teaching, learning, and administrative processes.
2. We will integrate AI-related risks and safeguards into annual safeguarding training, aligning with statutory guidance, including Keeping Children Safe in Education.
3. We will ensure all staff are equipped with the knowledge and skills to confidently integrate AI into their professional practice and to prepare pupils for a future shaped by AI-driven innovation and opportunities.
4. We will train staff to identify, assess, and mitigate risks associated with AI technologies, including issues such as biased algorithms, privacy breaches, and harmful content.



5. We will train staff on robust data protection practices, ensuring compliance with UK GDPR and other relevant regulations while using AI systems.
6. We will promote ethical practices in the use of AI, ensuring that these technologies contribute to equity, fairness, and inclusivity in education.
7. We will empower educators to teach pupils about the safe and ethical use of AI, cultivating a culture of awareness, resilience, and informed decision-making in the digital age.
8. We will train staff to use AI responsibly as a tool to monitor and address online risks, reinforcing our commitment to a safe learning environment.