



Blessed Holy Family Catholic Academy Trust

Use of artificial intelligence (AI) Policy

Summer 2025

‘Christ at our centre, inspiring our pursuit of excellence

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1. Aims

At the Blessed Holy Family Catholic academy trust we understand the valuable potential that artificial intelligence (AI), including generative AI, holds for our schools. For example, it can be used to enhance pedagogical methods, customise learning experiences and progress educational innovation.

We are also aware of the risks posed by AI, including data protection breaches, copyright issues, ethical complications, safeguarding and compliance with wider legal obligations.

Therefore, the aim of this policy is to establish guidelines for the ethical, secure and responsible use of AI technologies across our whole trust community.

This policy covers the use of AI tools by staff across the trust, trustees, local governors and pupils. This includes generative chatbots such as ChatGPT and Google Bard (please note, this list is not exhaustive).

This policy aims to:

- Support the use of AI to enhance teaching and learning
- Support staff across the trust to explore AI solutions to improve efficiency and reduce workload
- Prepare staff across the trust, trustees, local governors and pupils for a future in which AI technology will be an integral part
- Promote equity in education by using AI to address learning gaps and provide personalised support
- Ensure that AI technologies are used ethically and responsibly by all staff across the trust, trustees, local governors and pupils
- Protect the privacy and personal data of all staff across the trust, trustees, local governors and pupils in compliance with the UK GDPR

1.1 Definitions

This policy refers to both 'open' and 'closed' generative AI tools. These are defined as follows:

Open generative AI tools are accessible and modifiable by anyone. They may store, share or learn from the information entered into them, including personal or sensitive information

Closed generative AI tools are generally more secure, as external parties cannot access the data you input.

2. Legislation

This policy reflects good practice guidelines / recommendations in the following publications:

[AI regulation white paper](#), published by the Department for Science, Innovation and Technology, and the Office for Artificial Intelligence

[Generative artificial intelligence \(AI\) and data protection in schools](#), published by the Department for Education (DfE)

This policy meets the requirements of the:

UK General Data Protection Regulation (UK GDPR) – the EU GDPR was incorporated into UK legislation, with some amendments, by [The Data Protection, Privacy and Electronic Communications \(Amendments etc\) \(EU Exit\) Regulations 2020](#)

[Data Protection Act 2018 \(DPA 2018\)](#)

3. Regulatory principles

As a trust, we follow the 5 principles set out in the [AI regulation white paper](#).

REGULATORY PRINCIPLE	WE WILL ...
Safety, security and robustness	Ensure that AI solutions are secure and safe for users and protect users' data Ensure we can identify and rectify bias or error Anticipate threats such as hacking.
Appropriate transparency and explainability	Be transparent about our use of AI, and make sure we understand the suggestions it makes.
Fairness	Only use AI solutions that are ethically appropriate, equitable and free from prejudice – in particular, we will fully consider any bias relating to small groups and protected characteristics before using AI, monitor bias closely and correct problems where appropriate.
Accountability and governance	Ensure that the Blessed Holy Family Trust Board and Local Governing Bodies and staff have clear roles and responsibilities in relation to the monitoring, evaluation, maintenance and use of AI.
Contestability and redress	Make sure that staff are empowered to correct and overrule AI suggestions – decisions should be made by the user of AI, not the technology. Allow and respond appropriately to concerns and complaints where AI may have caused error resulting in adverse consequences or unfair treatment.

4. Roles and responsibilities

It is the expectation of the Trust that each Headteacher allocates a designated member of staff to be responsible for the use of AI across their school. They will share best practice, keep updated with innovation and keep the headteacher up-to-date to inform the strategic oversight of the developing use of AI.

The board of trustees will:

- Take overall responsibility for monitoring this policy.
- The Trust will review and update the AI policy as appropriate, and at least every three years.

The Local Governing Bodies will:

- Hold school leaders to account for its implementation in line with an emerging AI strategy.
- Ensure school leaders are appropriately supported to make informed decisions regarding effective and ethical use of AI across the trust
- Sign off on approved uses of AI, or new AI tools, taking into account advice from the data protection officer (DPO), AI lead and data protection impact assessments.

The Trust board and Local Governing Bodies will adhere to the guidelines below to protect data when using generative AI tools themselves:

- Use only approved AI tools
- Seek advice from the data protection officer / IT / AI lead, as appropriate
- Check whether they are using an open or closed generative AI tool
- Ensure there is no identifiable information included in what they put into open generative AI tools
- Acknowledge or reference the use of generative AI in their work
- Fact-check results to make sure the information is accurate

Headteachers will:

- Take responsibility for the day-to-day leadership and management of AI use in their school
- Liaise with the data protection officer (DPO) to ensure that the use of AI is in accordance with data protection legislation
- Ensure that the guidance set out in this policy is followed by all staff
- Ensure staff are appropriately trained in the effective use and potential risks of AI
- Make sure pupils are taught about the effective use and potential risks of AI

The data protection officer (DPO)

The schools' data protection officers (DPO) are responsible for monitoring and advising on compliance with data protection law, including in relation to the use of AI.

Safeguarding leads

Safeguarding leads in each school are responsible for monitoring and advising on compliance with safeguarding requirements including in relation to the use of AI, such as:

- Being aware of new and emerging safeguarding threats posed by AI
- Updating and delivering staff training on AI safeguarding threats
- Responding to safeguarding incidents in line with Keeping Children Safe in Education (KCSIE)

All staff

As part of our aim to reduce staff workload while improving outcomes for our pupils, we encourage staff to explore opportunities to meet these objectives through the use of approved AI tools. Any use of AI must follow the guidelines set out in this policy.

- To protect data when using generative AI tools, staff must:
- Seek advice from the data protection officer / IT lead / AI lead, as appropriate
- Check whether they are using an open or closed generative AI tool
- Ensure there is no identifiable information included in what they put into open generative AI tools
- Acknowledge or reference the use of generative AI in their work

- Fact-check results to make sure the information is accurate

All staff play a role in ensuring that pupils understand the potential benefits and risks of using AI in their learning. All of our staff have a responsibility to guide pupils in critically evaluating AI-generated information and understanding its limitations.

Pupils

Pupils must:

Follow the guidelines set out in section 7 of this policy - 'Use of AI by pupils'

5. Use of AI by staff across the trust, trustees and local governors

5.1 Approved use of AI

All use of AI must be carefully considered to ensure that it is beneficial and reviewed to check whether there are any unforeseen consequences which can then inform future strategy and policy.

At The Blessed Holy Family we are committed to helping staff, trustees and local governors reduce their workload. Generative AI tools can make certain written tasks quicker and easier to complete, but cannot replace the judgement and knowledge of a human expert.

Whatever tools or resources are used to produce plans, policies or documents, the quality and content of the final document remains the professional responsibility of the person who produced it.

Any plans, policies or documents created using AI should be clearly attributed. Any member of staff, trustee or local governor using an AI-generated plan, policy or document should only share the AI-generated content with other members of staff, trustees or local governors for use if they are confident of the accuracy of the information, as the content remains the professional responsibility of the person who produced it.

Always consider whether AI is the right tool to use. Just because the trust has approved its use doesn't mean it will always be appropriate.

The table below sets out the approved AI tools at this stage and the approved uses for each tool. The Trust is aware that the use of AI is rapidly evolving so recommend that each school keeps a list of new AI tools that they would like for future inclusion in this policy.

Please note that open-source AI tools / open AI tools, meaning tools which anyone can access and modify, **should only be used for tasks that don't require personal information to be input.**

Approved tools	Approved uses
KeyGPT	Letter to parents/carers Job descriptions and adverts Interview questions
SLT AI	Letters to parents Job descriptions and adverts Reports School improvement planning
Chat GPT	Lesson planning Report writing
Oak Academy AI lesson planner	Lesson planning

Schools across the Trust to review new uses of AI and add to this list tools that they are using at each point of review.	
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5.2 Process for approval

Staff are welcome to suggest new ways of using AI to improve pupil outcomes and reduce workload. They should contact their senior link colleague to discuss any ideas they may have with regards to using AI, so they can take the suggestions forward if they deem it to be a satisfactory new method of working.

The Headteacher is responsible for signing off on approved uses of AI, or new AI tools, taking into account advice from the DPO, AI lead and safeguarding lead.

5.3 Data protection and privacy

To ensure that personal and sensitive data remains secure, no one will be permitted to enter such data into unauthorised generative AI tools or chatbots.

Don't enter information into an AI tool if:

- You're not sure if it meets the legal requirements of a data processor
- You don't have the data subject's permission to do so

For example, don't:

- Use ChatGPT to write anything that contains pupils' names
- Enter sensitive data into an AI tool to help plan a safeguarding report
- Use pictures of pupils as part of a prompt for image-generating AI tools.

If personal and/or sensitive data is entered into an unauthorised generative AI tool, The Blessed Holy Family will treat this as a data breach and will follow the personal data breach procedure outlined in our data protection policy.

5.4 Intellectual property

Most generative AI tools use inputs submitted by users to train and refine their models.

Pupils own the intellectual property (IP) rights to original content they create. This is likely to include anything that shows working out or is beyond multiple choice questions.

The Blessed Holy Family will not allow or cause intellectual property, including pupils' work, to be used to train generative AI models without appropriate consent or exemption to copyright.

Exemptions to copyright are limited – we will seek legal advice if we are unsure as to whether we are acting within the law.

5.5 Bias

We are aware that AI tools can perpetuate existing biases, particularly towards special characteristics including sex, race and disability. This means that critical thought must be applied to all outputs of authorised AI applications. This means fact and sense-checking the output before relying on it.

The Trust will expect each school to identify and rectify bias or error by training staff in this area.

We will also regularly review our use of AI to identify and correct any biases that may arise.

If parents/carers or pupils have any concerns or complaints about potential unfair treatment or other negative outcomes as a consequence of AI use, these will be dealt with through our usual complaints procedure.

5.6 Raising concerns

We encourage staff to speak to their school leader in the first instance if they have any concerns about the potential use of AI, or the use of AI that may have resulted in errors that lead to adverse consequences or unfair treatment.

5.7 Ethical and responsible use

The Blessed Holy Family Catholic Academy Trust will always:

- Use generative AI tools ethically and responsibly
- Expect schools to adhere to the principles set out in their equality policy when using generative AI tools
- Consider whether the tool has real-time internet access, or access to information up to a certain point in time, as this may impact the accuracy of the output
- Fact and sense-check the output before relying on it

Staff members, trustees and local governors must not:

- Generate content to impersonate, bully or harass another person
- Generate explicit or offensive content
- Input offensive, discriminatory or inappropriate content as a prompt

6. Educating pupils about AI

The Blessed Holy Family acknowledge that pupils benefit from a knowledge-rich curriculum that allows them to become well-informed users of technology and understand its impact on society. Strong foundational knowledge will ensure that pupils develop the right skills to make best use of generative AI.

Across all phases pupils should be taught to actively engage with new technologies and be informed about the potential benefits and encouraged to be questioning and informed about any negatives or areas of concern. This should include:

- Creating and using digital content safely and responsibly
- The limitations, reliability and potential bias of generative AI
- How information on the internet is organised and ranked
- Online safety to protect against harmful or misleading content

7. Use of AI by pupils

The Trust recognises that AI has many uses to help pupils learn.

Pupils may use AI tools:

- As a research tool to help them find out about new topics and ideas
- When specifically studying and discussing AI in schoolwork, for example in IT lessons or art homework about AI-generated images

All AI-generated content must be properly attributed and appropriate for the pupils' age and educational needs.

AI may also lend itself to cheating and plagiarism. To mitigate this, pupils may not use AI tools:

- During assessments, including internal and external assessments, and coursework
- To write their homework or class assignments, where AI-generated text is presented as their own work
- To complete their homework, where AI is used to answer questions set and is presented as their own work (for example, maths calculations)

This list of AI misuse is not exhaustive.

Where AI tools have been used as a source of information, pupils should reference their use of AI. The reference must show the name of the AI source and the date the content was generated.

We consider any unattributed use of AI-generated text or imagery to be plagiarism. This will be dealt with in line with the schools' behaviour policies and any exam board regulations that may apply for malpractice.

The core expectation is that all pupils must consider what is ethical and appropriate in their use of AI and must not:

- Generate content to impersonate, bully or harass another person
- Generate explicit or offensive content
- Input offensive, discriminatory or inappropriate content as a prompt

8. Formal assessments

The Trust expects that each school will continue to take reasonable steps where applicable to prevent malpractice involving the use of generative AI in assessments.

The latest guidance published by the Joint Council for Qualifications (JCQ) on [AI use in assessments](#) must be followed at all times.

9. Staff training

The Trust expect that the staff will be kept up to date with developments in AI, and how they will be able to develop and improve their practice on a regular basis.

This may include:

- Training as part of the ongoing CPD programme for all staff
- Inclusion in the regular safeguarding updates for all staff
- Development of a working group
- Training by the designated AI lead in the form of bitesize sharing of effective practice, newsletter, short staff presentations.

10. Breach of this policy

10.1 By staff

Breach of this policy by staff will be dealt with in line with the trust's disciplinary policy and schools' staff code of conduct.

Where disciplinary action is appropriate, it may be taken whether the breach occurs:

- During or outside of working hours
- On an individual's own device or a school device
- At home, at school or from a remote working location

Staff members will be required to co-operate with any investigation into a suspected breach of this policy. This may involve providing the trust with access to:

- The generative AI application in question (whether or not it is one authorised by the trust)
- Any relevant passwords or login details

You must report any breach of this policy, either by you or by another member of staff, to your senior leader immediately.

10.2 By trustees or local governors

Trustees or local governors found in breach of this policy will be dealt with by the Chair of the Trust Board or Chair of the Local Governing Body respectively. If the Chair of the Local Governing Body is responsible for a breach, then this will be dealt with by the Chair of the Trust and if the breach is down to the Chair of the Trust this should be reported to the CEO who will liaise remaining Trust Board directors and members depending on the nature of the breach.

10.3 By pupils

Any breach of this policy by a pupil will be dealt with in line with the schools' behaviour policies.

11. Monitoring and transparency

AI technology, and the benefits, risks and harms related to it, evolves and changes rapidly. Consequently, this policy is a live document that must be kept updated by the Trust Board whenever there is a significant change to either AI use by the trust or the associated risks of AI usage.

This policy will also be regularly reviewed and updated to align with emerging best practices, technological advancements and changes in regulations.

The policy will be shared with the board of trustees on an annual basis and undergo a full review every three years.

All teaching staff are expected to read and follow this policy. Each Headteacher across the Trust is responsible for ensuring that the policy is understood and followed.

Each designated AI lead will monitor the effectiveness of AI usage across the Trust.

We will ensure we keep members of the Trust community up to date on the use of AI technologies for educational purposes and administrative tasks.

12. Links with other policies

This AI policy is linked to a number of school policies. These include:

- Anti- bullying policy
- Assessment policy
- Behaviour policy
- Data protection policy
- Disciplinary policy
- Equality policy
- Exams policy
- Homework policy
- ICT acceptable use policy
- Marking and feedback policy
- Online safety policy
- Safeguarding
- Staff code of conduct

Ratified:

Signed:



Name:

James Coyle, Chair of the Trust Board

Date:

3rd July 2025

Reviewed:



2nd July 2026