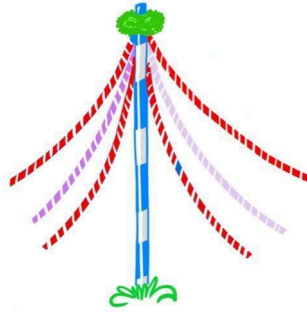


# Maypole School



## Artificial Intelligence (AI) policy

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# 1. Introduction

Artificial Intelligence (AI) is one of the defining technologies of our age, and it is evolving at an extraordinary pace. While AI offers exciting opportunities to enhance teaching, learning, and administration, it also brings challenges that must be managed carefully.

This policy is informed by Department for Education guidance including:

*Generative Artificial Intelligence (AI) in Education’ (August 2025).*

*Data Protection in Schools: Generative Artificial Intelligence (AI) and Data Protection in Schools (June 2025).*

At Maypole School, we recognise that AI can positively impact day-to-day operations, improve efficiency, and enhance teaching and learning. This policy sets out the principles, boundaries, and responsibilities required to ensure AI is used safely, ethically, and effectively in our school community.

## 2. Aims

Through the safe and responsible use of AI, Maypole School aims to:

- Support the creation of high-quality educational resources.
- Assist with lesson and curriculum planning.
- Reduce workload by supporting administrative tasks.
- Free up teacher time so the focus remains on excellent teaching and pupil outcomes.
- Promote staff confidence in using new technologies responsibly.
- Ensure AI use aligns with Maypole’s values of inclusivity, safeguarding, and professionalism.

## 3. Roles and Responsibilities

- **Senior Leadership Team (SLT):** Oversees AI use across the school, maintains the list of approved AI tools, and ensures compliance with statutory requirements.
- **Data Protection Officer (DPO):** Ensures that AI use complies with GDPR and data protection law. Staff must consult the DPO before introducing or trialling new AI tools.
- **ICT Lead/Coordinator:** Provides technical guidance, risk assessments of new AI tools, and advice on “closed circuit” or privacy-protecting systems.
- **Teaching and Support Staff:** Use AI in line with this policy, check outputs for accuracy and suitability, and ensure the “personal touch” in any AI-assisted work.
- **Governing Body:** ensures policy is reviewed regularly.

## 4. Safety and Data Protection

Safety is paramount in the use of AI. The following principles apply:

- **Closed Circuit Use:** Only AI platforms that guarantee a “closed circuit” — meaning input data is not used to train public AI models — may be used. Examples include education-specific platforms or AI tools integrated securely into the school’s Google/Microsoft environment.
- **Data Protection:** No personally identifiable information about pupils, parents, or staff may be entered into AI tools. This includes names, addresses, health or SEN information, and assessment records.
- **Intellectual Property:** Materials generated using AI remain the intellectual property of Maypole School, unless otherwise specified by the Principal/Executive Headteacher.
- **Safeguarding:** Staff must remain vigilant that AI tools do not generate inappropriate, biased, or discriminatory content. Any concerns must be reported to the SLT and/or safeguarding lead.
- **Data Protection Office:**
- **Review of Safety:** This policy will be discussed with staff annually, and whenever guidance changes, to ensure shared understanding of boundaries and safe practice.

The protection of all pupil data is incredibly important at Maypole School and so users of AI must take this into account when using this tool and ensure that ‘closed circuit’ tools are the only ones used.

## 5. Using AI responsibly

Below are some of the reasons for which AI may be used in Maypole School:

- To assist with lesson planning
- To assist with report writing
- To help streamline administration tasks
- Creation of pupil assessments

In order to assist with the implementation of tasks above if using AI at Maypole School you are agreeing to:

- Ensuring that you are checking over the AI creation ensuring that it is appropriate and fit for purpose
- Not remove the ‘personal touch’ that Maypole prides itself when writing reports etc.
- Ensuring that the AI tool you have used is from an appropriate/agreed upon website that has a ‘closed circuit’ and remains our intellectual property

Below are reasons for which AI cannot be used in Maypole School:

- If using AI would cause secondary infringement
- By pupils completing their work/ homework

## 6. AI tools that can be used

The following tools are currently approved for use at Maypole School:

- ChatGPT (Enterprise/Education/closed circuit account only)
- TeachMate AI

This list is not exhaustive and will evolve. Staff wishing to use a new AI tool must seek approval from the Executive Leadership Team and the DPO before trialling. The ICT Lead will risk-assess new tools to ensure compliance with safeguarding and GDPR.

## **7. Staff Training and Support**

Maypole School is committed to ensuring staff are confident and supported in using AI responsibly.

- Regular training sessions will be provided on safe and effective AI use.
- Staff will be updated on changes to DfE or ICO guidance.
- Good practice examples will be shared across teams to highlight where AI has successfully reduced workload or supported teaching.
- CPD opportunities will include developing digital literacy and awareness of AI bias, limitations, and risks.

## **8. Monitoring, Evaluation and Review**

- Termly feedback will be collected from staff on the benefits and challenges of AI use.
- SLT and the ICT Lead will review feedback and report findings to the ELT termly & governing body members annually.
- Risks and issues (e.g., inappropriate outputs, workload concerns, safeguarding issues) will be recorded and used to update training and procedures.
- This policy will be formally reviewed each year, or sooner if national guidance changes significantly.