



Artificial Intelligence (AI) Policy

Contents

Purpose and Vision	2
What is Generative AI?	2
Core Principles	3
1. Learning and Relationships First	3
2. Transparency and Trust	3
3. Ethical and Responsible Use	3
4. Developing Future-Ready Skills	3
5. Age-Appropriate Access	4
6. Staff Development and Training	4
7. Continuous Review	4
8. Data Protection and Safeguarding	5
Staff Use of AI	5
Pupil Use of AI	6
Academic Integrity	7
Safeguarding and Online Safety	7
Partnership with Parents	8
Governance, Oversight and Review	8
Embley's Commitment	9
Document Information	9



Purpose and Vision

Artificial Intelligence (AI) is increasingly shaping the way people learn, work and communicate. At **Embley**, we recognise both the opportunities and responsibilities that accompany these developments. When used thoughtfully and responsibly, AI can support learning, enhance creativity, improve efficiency and broaden access to educational opportunities. However, AI must always serve learning and human development rather than replace them.

As a school committed to nurturing confident, curious, compassionate and ambitious young people, we aim to equip pupils with the knowledge, understanding and critical thinking skills needed to navigate a future in which AI plays an increasingly significant role.

This policy sets out how AI may be used across Embley and establishes expectations for staff, pupils and the wider school community.

This policy has been written with reference to relevant Department for Education guidance on Generative Artificial Intelligence in Education alongside United Learning Policies.

What is Generative AI?

Generative AI refers to technologies such as Microsoft Copilot, ChatGPT, Google Gemini and other AI-powered tools that generate text, images, audio, video or other content in response to user prompts.

These technologies can support:

- Research and information gathering
- Lesson and curriculum planning
- Content creation and communication
- Administrative efficiency
- Personalised learning and feedback
- Accessibility and inclusion

While AI can be a valuable educational tool, it can also produce inaccurate, biased or misleading information. Human judgement must always remain central to its use.

AI will not be used to make decisions that have legal, disciplinary, safeguarding, admissions, employment or other significant consequences for individuals. Such decisions will always be made by appropriately trained members of staff.



Core Principles

1. Learning and Relationships First

At Embley, excellent education is rooted in strong relationships between pupils and teachers. AI may support learning and teaching, but it will never replace professional judgement, human interaction, creativity, pastoral care or moral decision-making.

2. Transparency and Trust

We will be open and transparent about the use of AI within the School.

Where appropriate, pupils, staff and parents will be informed when AI-assisted tools are being used to support educational or administrative processes.

3. Ethical and Responsible Use

All members of the school community are expected to use AI responsibly, ethically and lawfully.

Users should:

- Question the accuracy of AI-generated content
- Consider potential bias within AI outputs
- Respect intellectual property rights
- Avoid misuse that could cause harm to others
- Demonstrate honesty and integrity when using AI-assisted content

4. Developing Future-Ready Skills

We believe that understanding AI is becoming an essential aspect of digital literacy.

Through our curriculum and wider educational provision, pupils will be supported to:

- Understand how AI systems work
- Evaluate AI-generated information critically
- Recognise limitations, bias and misinformation
- Use AI tools responsibly and effectively
- Develop strong digital citizenship skills
- Apply independent thinking and creativity alongside technological tools



Our aim is to empower pupils to use AI confidently while maintaining intellectual independence and academic integrity.

5. Age-Appropriate Access

Embley will follow relevant guidance regarding age-appropriate access to AI technologies.

AI tools may be used:

- Under teacher supervision
- Through approved educational platforms
- Within clearly defined learning objectives
- In ways that are appropriate to pupils' age and stage of development

Embley reserves the right to restrict access to specific AI tools where concerns exist regarding safeguarding, privacy, data protection or educational suitability.

6. Staff Development and Training

Embley is committed to ensuring that staff understand both the opportunities and risks associated with AI.

Staff will receive appropriate professional development covering:

- Effective use of AI tools
- Data protection and information security
- Academic integrity considerations
- Safeguarding implications
- Ethical use of emerging technologies
- Identifying and mitigating bias

Evaluating the impact of AI on professional practice and educational outcomes.

7. Continuous Review

AI technologies continue to evolve rapidly.

Embley will regularly review its practices, guidance and procedures to ensure that they remain appropriate, effective and compliant with emerging legislation, best practice and educational guidance.



This policy will be formally reviewed at least annually.

8. Data Protection and Safeguarding

The use of AI must comply fully with:

- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Embley Data Protection Policy
- Safeguarding obligations

Staff must not enter personal, confidential or identifiable information into AI systems unless:

- The system has been formally approved by the School
- Appropriate security and privacy assessments have been completed
- The use complies with relevant data protection requirements

Any AI system that processes personal data must undergo an appropriate risk assessment and, where required, a Data Protection Impact Assessment (DPIA) before implementation.

Staff Use of AI

Embley encourages staff to explore the appropriate use of AI to enhance productivity, creativity and effectiveness.

AI should be used to enhance professional practice rather than replace it. While AI may support administrative efficiency, resource creation, proofreading, summarising information and analysing data, professional judgement must remain central to all educational decisions, feedback, assessment and communication. Staff remain responsible for ensuring that all AI-assisted content accurately reflects their professional knowledge, expertise and understanding of the pupil or situation concerned.

Examples of appropriate use may include:

- Drafting communications
- Creating lesson resources
- Supporting curriculum planning
- Generating ideas and exemplars



- Assisting with administrative tasks
- Supporting professional research

Staff must:

- Use School-approved or licensed AI tools. Any AI platform used with School data must be approved by the School Data Lead and comply with relevant data protection requirements. At the time of publication, Microsoft Copilot is the approved AI platform for use with School data unless explicitly authorised otherwise.

Regularly evaluate whether AI is improving efficiency, productivity and educational outcomes, and seek feedback from colleagues or line managers where appropriate.

Ensure that reports, feedback and communications remain personalised and reflect their professional understanding of the individual pupil, parent or colleague concerned.

Be transparent about the use of AI when generating, drafting or refining professional work, particularly where AI has contributed significantly to reports, feedback, communications or planning documents.

- Maintain professional responsibility for all AI-assisted work
- Verify the accuracy of AI-generated content before use
- Check outputs for bias, misinformation or inappropriate content
- Ensure that educational use is pedagogically sound
- Protect confidential and personal information
- Seek advice from senior leaders regarding new or unfamiliar AI applications

If a student, parent or member of the public could identify a child, member of staff or the school from the information you are entering into an AI tool, do not upload it. This includes photographs, videos, names, school logos, branded documents and any other identifiable school information.

The member of staff remains fully accountable for any content, decisions or communications generated with AI support.

Pupil Use of AI

As AI becomes increasingly embedded within society, Embley seeks to help pupils become informed, responsible and discerning users of these technologies.

Pupils will be taught to:

1. Understand what AI is and how it works



2. Recognise the limitations and risks associated with AI-generated content
3. Evaluate the reliability and accuracy of information
4. Use approved AI tools appropriately
5. Demonstrate honesty and integrity when using AI
6. Understand copyright, intellectual property and attribution
7. Develop effective questioning, research and prompt-writing skills
8. Recognise and challenge misinformation and manipulation

Academic Integrity

AI must support learning rather than replace it.

The same principle applies to staff. AI may assist with professional tasks but must not be used as a substitute for professional expertise, critical thinking, educational judgement or meaningful engagement with pupils.

Pupils may use AI where explicitly permitted by their teacher, but they must not:

- Present AI-generated work as their own
- Use AI to complete assessments where prohibited
- Circumvent learning activities through over-reliance on AI tools
- Misrepresent the extent of AI assistance received

Where AI has contributed to a piece of work, pupils must acknowledge its use in accordance with School expectations and the Academic Integrity Policy.

Safeguarding and Online Safety

AI technologies can create safeguarding, wellbeing and reputational risks, including:

- Deepfake imagery and video
- AI-generated misinformation
- Impersonation
- Manipulated audio recordings
- Harmful or inappropriate content

Embley will:



- Educate pupils about these risks
- Promote critical evaluation of online content
- Monitor emerging technologies and associated risks
- Encourage responsible digital citizenship
- Investigate concerns appropriately

Any misuse of AI that impacts safeguarding or pupil welfare must be reported immediately in accordance with School safeguarding procedures.

Partnership with Parents

Embley recognises that many pupils will access AI tools outside the classroom.

Parents are encouraged to:

- Discuss AI openly with their children
- Promote responsible and ethical use
- Encourage critical thinking about online information
- Reinforce the importance of academic honesty
- Monitor the use of digital platforms and applications where appropriate

Embley will seek to support parents through guidance, communications and educational events as AI technologies continue to develop.

Governance, Oversight and Review

Embley's use of AI will be overseen by the Senior Leadership Team, supported by relevant staff responsible for digital strategy, safeguarding, teaching and learning, and data protection.

The School will:

- Assess and approve AI tools before adoption
- Monitor emerging risks and opportunities
- Provide ongoing staff training
- Review the effectiveness of AI implementation
- Ensure compliance with safeguarding and data protection requirements

Provide clear mechanisms for staff to report concerns, misuse, data security issues or unintended consequences arising from the use of AI.



This policy will be reviewed annually or sooner where significant developments in AI, legislation or educational guidance require.

Embley's Commitment

At Embley, we embrace innovation thoughtfully and responsibly. We believe that AI should enhance learning, deepen understanding and support the development of the knowledge, skills and character that young people need for the future.

By combining technological innovation with human judgement, curiosity, integrity and compassion, we will ensure that AI remains a tool that supports our educational mission whilst preserving the values and relationships at the heart of an Embley education.

Related Policies:

- Academic Integrity Policy
- Data Protection Policy
- Safeguarding and Child Protection Policy
- E-Safety Policy
- Acceptable Use of Technology Policy
- Staff Code of Conduct

Document Information

Version Number	1.1
Reason for Version Change	New legislation and annual update
Name of owner/author	Gareth Richards
Name of individual/department responsible	Gareth Richards – Assistant Head, Teaching & Learning
United Learning Independent Schools/Academies/Both	United Learning Independent Schools



Target Audience	Public
Date Authorised	October 2026
Date issued	October 2026
Where available	School website, Staff Handbook
Review Date	October 2027 or as events and legislation require