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POLICY DOCUMENT	Artificial Intelligence (AI)
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Chair of Governing Body signature	
Publish on School Website	Yes
Purpose of Policy	
Supporting documents if applicable	Keeping Children Safe in Education 2026 Data Protection Policy Online Safety Policy Acceptable Use Policy Behaviour Policy Staff Code of Conduct Filtering and Monitoring Policy UK GDPR and Data Protection Act 2018
Chair of Governing Body signature	
Date	

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FENLAND
SCHOOLS FEDERATION

Artificial Intelligence (AI) Policy

Aims

Fenland Schools Federation aims to ensure that Artificial Intelligence (AI) will be adopted responsibly to support educational and operational activities.

In this context AI refers to generative AI technologies and systems that create and modify content, including (but not limited to) tools such as Microsoft Copilot, Google Gemini and other applications that incorporate AI functionality to assist educational and administrative purposes.

We will prioritise the safeguarding of our pupils and their online safety and will not knowingly use any AI technology that puts them at greater risk. Staff will not provide intellectual property, including pupils' work, or personal information to train Generative AI models without appropriate consents or relevant exemptions in place.

Legislation and guidance

Fenland Schools Federation expects everyone who uses AI to comply with all relevant laws, regulations, policies and guidelines covering safeguarding, data protection, copyright and other relevant areas.
This policy takes account of statutory guidance included in Keeping Children Safe in Education 2026 and all subsequent updates and DfE guidance on Meeting Digital and Technology Standards in Schools and Colleges and is informed by the DfE guidance Generative artificial intelligence (AI) in education.

Scope

This policy applies to all:

- Employees (teaching and support staff)
- Students
- Volunteers
- Workers and Contractors
- Agency Staff working at or on behalf of Fenland Schools Federation

This policy covers the use of all AI tools approved for use at Fenland Schools Federation. These tools mimic human intelligence to perform certain tasks such as:

- Generating, transforming or summarising written content (e.g. Microsoft Copilot, Google Gemini)
- Analysing data or creating reports
- Automating administrative functions
- Recognising images, speech, or patterns Assisting with lesson planning or resource creation

Principles

In implementing and using generative AI Fenland Schools Federation will follow: these key principles

Ethical Compliance: At Fenland Schools Federation we are aware that AI-generated content may possess biases or inaccuracies. We will always verify AI-produced results using trusted sources before considering them in academic work. We are committed to ensuring that whenever Generative AI is used bias of all forms will be addressed.
Transparency: We will ensure that pupils, staff, parents and other stakeholders are aware when and why Generative AI is used in school.
Privacy: We will comply with all current data protection legislation ensuring that parental consent is sought and obtained for the use of AI where necessary. We will safeguard all pupil, staff, and stakeholder data. Our Data Protection Policy can be found on our website.
Accountability: Fenland Schools Federation holds itself accountable for the implementation and development of AI systems. We will identify a member of the Leadership Team who will lead this work and will ensure compliance with this policy.
Access: We will only allow the use of AI with pupils when it has been demonstrated that its use will enhance the experience of students and could improve their outcomes.
Workload: At Fenland Schools Federation we look for ways to better manage the workload of our staff. We will only implement AI when it has been shown that to do so will reduce the demands on staff. AI should enhance, not replace, human creativity. Examples include but are not limited to lesson planning, quiz creation, and flashcard generation, letters home.

Responsible Use of AI
This policy should be read alongside the school's Online Safety Policy, Privacy Policies, Behaviour Policy, Acceptable Use Policy and Filtering and Monitoring arrangements.

- Staff must not share personal data with AI tools without approval and must comply with data protection legislation at all times.

- Staff must be open and transparent with their colleagues when they have used generative AI to produce curriculum or operational materials. This will allow colleagues to review the accuracy, reliability and appropriateness of the content produced. The use of AI must not undermine the teacher's professional role in curriculum delivery and pupil engagement, the integrity of assessment and moderation, or trust in professional and ethical conduct.

- Staff wanting to use AI must conduct a risk assessment. Where the proposed use is likely to involve personal data, this will be in the form of a UK GDPR compliant Data Protection Impact Assessment (DPIA) Approval to use an AI tool will only be granted by the Headteacher once an appropriate risk assessment has been completed and agreed. (DPIAs require DPO approval).

- Staff must report any concerns, safeguarding issues, data protection risks or misuse of AI tools to the Headteacher immediately.

- Staff remain responsible and accountable for all content produced using AI. Professional judgement must be applied to verify the accuracy, bias, relevance and suitability of any AI generated output before it is used. AI generated content must not be used where appropriate checks have not been carried out.

- Any use of AI tools by pupils will take place within the school's existing filtering and monitoring systems, in line with statutory safeguarding expectations. The suitability of AI-enabled technologies will be considered as part of the school's regular review of filtering and monitoring arrangements.

- Pupils will be taught about the opportunities and risks associated with Artificial Intelligence in ways appropriate to their age, level of understanding and educational key stage.

- Pupils must not use generative AI tools that are subject to age restrictions or terms of service which they do not meet. Any pupil access to AI tools must be explicitly permitted by the school, appropriately supervised, and consistent with safeguarding requirements and acceptable use policies.

- Pupils will be taught the importance of critical thinking, creativity and originality in their work. Where pupils are permitted to use generative AI tools, they must acknowledge and reference the tools they have used and the outputs generated.

- Pupils will be taught how generative AI should be used ethically and to recognise and avoid misuse.

- Pupils will be taught about risks associated with AI, including bias, misinformation, copyright, intellectual property and plagiarism and will be expected to apply this knowledge to ensure that any use of AI themselves is ethical, and lawful.

- Pupils will be taught how to keep themselves and others safe when engaging with AI-enabled technologies. Any unsafe or inappropriate use of AI that causes harm to themselves or others, they will be dealt with in accordance with the school's behaviour policy.

Policy Review
At **Fenland Schools Federation** we understand that AI is a rapidly developing technology. We recognises risks associated with AI-generated content including deepfakes, manipulated images, misinformation, online abuse, harassment, bullying and impersonation. Such incidents will be managed in accordance with the school's safeguarding, behaviour and online safety procedures. What is seen as good practice today might be regarded as dangerous in the future. This policy will be kept under review by the leadership team and will be formally reviewed on an annual basis.