



## Artificial Intelligence (AI) Policy

### Purpose

This policy outlines the responsible and ethical use of Artificial Intelligence (AI) at Elmley Dray School. It ensures that AI technologies support the educational, social, and emotional development of our learners, while safeguarding their rights and promoting inclusivity, particularly within the context of special educational needs and disabilities (SEND).

### Scope

This policy applies to:

- All staff, learners, and external professionals working within the school
- Any AI-based tools, platforms, or systems used on school premises or in remote learning settings

### Ethical Use of AI

- AI must be used in a way that promotes fairness, transparency, and inclusivity.
- AI systems must not reinforce bias, particularly around disability, learning needs, ethnicity, gender, or other protected characteristics.

In accordance with the Data (Use and Access) Act 2025, where AI is used to make a significant decision affecting a learner or staff member (e.g., automated marking, attendance profiling, or recruitment screening), the school will ensure that:

- The individual is informed that an automated decision has been made.
- The individual has a clear right to request human intervention to review that decision.
- The school provides a meaningful explanation of the logic involved in the decision

### Support for SEND Learners

- AI tools must be evaluated for accessibility and usefulness in supporting diverse learning profiles.
- Where used, AI should be a complement to, not a replacement for, personalised human-led support.
- Staff must assess whether AI tools meet learners' individual needs and EHCP outcomes.

### **Staff Responsibilities**

- Staff must not use AI to monitor employees or make decisions regarding flexible working requests, disciplinary actions, or dismissals without direct human oversight, ensuring compliance with the Employment Rights Act 2025 protections against unfair algorithmic management.
- Staff must receive training on the use of AI tools and their ethical implications.
- Teachers are expected to critically assess AI outputs before sharing or using them in learning or assessment.
- AI must not be used to monitor or assess learners without prior consent and full transparency.

### **Learner Use of AI**

- Learners may use approved AI tools under supervision and with clear guidelines.
- Staff must support learners in understanding what AI is, how it works, and how to use it safely and responsibly.
- Learners must not be encouraged to use generative AI (e.g., ChatGPT, image generators) without support and guidance, particularly where comprehension or emotional regulation may be affected.

### **Safeguarding and Data Protection**

The use of AI platforms must comply with the 'Reasonable and Proportionate' search standards set out in the Data (Use and Access) Act 2025. Any AI tool used for 'High Risk' processing (as defined by the Information Commission) must undergo a specific Data Protection Impact Assessment (DPIA) that assesses the risk of bias and the transparency of the algorithm.

- No personal or identifiable learner data may be input into generative AI systems without explicit consent.
- AI must never be used in ways that compromise learner dignity, privacy, or emotional wellbeing.

### **Right to Complain**

Under the Data (Use and Access) Act 2025, any individual who believes their data rights have been infringed by our use of AI has the right to lodge a formal complaint. The school will acknowledge such complaints within 30 days. This internal process must be exhausted before a complaint can be escalated to the Information Commission.

## Links to other Policies

This policy should be read in conjunction with our Safeguarding Policy and Examinations Policy regarding the misuse of AI.

## Monitoring and Evaluation

The use and impact of AI in the school will be monitored regularly by the leadership team. AI related incidents, misuse, or concerns should be reported immediately to the Designated Safeguarding Lead (DSL). The policy will be reviewed annually in consultation with stakeholders.

## Approval and Review

This policy has been developed in line with DfE guidance, KCSIE and the SEND Code of Practice. It has been written by the Headteacher and approved by the Director of Elmley Dray School.

## Version control - Approval and review

Version No.	Reviewed By	Approved By	Approval Date	Main Change	Review Period
1	Emily Hollis	Hayley Furnell	April 2025	Initial policy approved	Annually
1.1	Emily Hollis	Hayley Furnell	August 2025	Early annual review to bring in line with other policies	Annually
2	Emily Hollis	Hayley Furnell	1 April 2026	Updated to reflect Employments Rights Act 2025, effective April 2026 and Data Act 2025	Annually



Hayley Furnell, Director,  
on behalf of Elmley Dray School

Dated: 1 April 2026

Next review: 1 April 2027