Ashbridge
INDEPENDENT SCHOOL & NURSERIES

ARTIFICIAL INTELLIGENCE (AI) POLICY

Approved by: SLT

Approved date: September 2025

To be reviewed by: SLT

Review date: September 2026

Availability: On the company website and as a paper copy on request

Scope: Ashbridge Independent School

Introduction

Ashbridge Independent School and Nurseries recognises the increasing use of artificial technologies, particularly generative AI. This artificial intelligence (AI) policy details how generative AI may be used by staff to enhance teaching, learning and business development.

The scope of this policy includes the benefits and permitted uses of artificial intelligence, restrictions on the use of artificial intelligence, safeguarding and data management.

Key Objectives

This policy aims to:

- promote and ensure the ethical and legal use of artificial intelligence (AI) in the teaching and learning of children at Ashbridge Independent School and Nurseries
- highlight suitable generative AI tools
- detail restrictions in the use of AI
- protect the privacy of data and comply with GDPR

Uses of Artificial Intelligence

Ashbridge Independent School and Nurseries recognises the use of artificial intelligence (AI) and the benefits it can bring, such as reducing workload, personalisation of communications and differentiated learning programmes. Staff may consider the use of AI to:

- develop learning experiences that can be personalised to individual pupils;
- support teaching staff in the organisation and creation of teaching and learning materials;
- support teaching staff with the collection, analysis and tracking of educational data;
- support non-teaching staff with the collection, analysis and tracking of data
- support non-teaching staff with the automation of tasks and personalisation of customer experiences

Responsible and Ethical Use of Artificial Intelligence for staff

Ashbridge Independent School and Nurseries will:

- provide suitable training and development opportunities for staff members wishing to use AI tools
- check that all artificial intelligence (AI) tools and software used by staff and pupils are licensed and appropriate for educational or business development use
- check and approve artificial intelligence (AI) tools and software for potential biases

- ensure that school staff receive regular training in how to use artificial intelligence (AI) tools and software effectively
- check that information provided by artificial intelligence (AI) tools and software is accurate and factually correct by carrying out further research where necessary
- verify that all artificial intelligence (AI) tools and software used comply with ethical standards in education and the setting

Currently approved AI tools for use at Ashbridge School and Nurseries are:

- ChatGPT
- Gemini
- Microsoft Designer
- Perplexity
- Microsoft Copilot

In addition, partially AI powered tools such as Microsoft Power Automate, Quizzlet etc may also be used.

Should any team members wish to use a different generative AI tool, a request should be made in writing to the Senior Leadership Team.

Should any team members be unsure whether the tool they are using is suitable, they should contact the Senior Leadership Team.

Team members using generative AI will:

- complete any required training provided before using AI tools
- only use AI tools for work purposes
- check all information generated for factual inaccuracies and obvious bias
- refrain from creating or using any information that fails to support protective characteristics
- refrain from creating or using any information that shows partisan political views, inaccurate cultural or religious references, or any content that could be deemed to be inaccurate or biased
- refrain from using identifiable information such as names, addresses, dates of birth etc

Responsible and Ethical Use of Artificial Intelligence for children

It is illegal for children under the age of 13 to use generative AI and as such, no children at Ashbridge Independent School should be permitted to use generative AI. Teachers should not request children to carry out AI based tasks for homework and if AI is used in lessons, all inputs must be undertaken by a teacher. Parents are provided with guidance around this to ensure they are carrying out any AI tasks that children may choose to undertake for school-related work at home.

Safeguarding

Ashbridge Independent School and Nurseries takes a proactive approach to addressing safeguarding risks associated with the use of artificial intelligence (AI) tools and software. Safeguarding risks associated with AI may include impersonation, inappropriate content generation and deepfakes (images and videos that look real but are not). The risk for safeguarding within school is low due to teachers managing the generation of AI, however the school will provide regular online safety information to parents including AI safety. In the case of a safeguarding concern relating to AI, a DSL must be informed immediately.

Management of Data

Ashbridge Independent School and Nurseries will:

- comply with all data protection and GDPR laws
- ensure that all artificial intelligence (AI) tools and software used in the setting have data protection features that comply with GDPR requirements