



Christ Centred, Child Centred, Catholic Educational Excellence

## **The Diocese of Westminster Academy Trust Artificial Intelligence Policy Template**

### **Aims and Scope**

The Diocese of Westminster Academy Trust (DoWAT) recognises the potential of artificial intelligence (AI), including generative AI, to support teaching, learning and school operations. AI can enhance educational methods, reduce workload, and prepare students for a future where AI is increasingly used.

This policy has been developed in line with the Diocese of Westminster Academy Trust's Principles for the Ethical Use of Artificial Intelligence and reflects the Trust's expectations regarding safeguarding, ethical practice and professional judgement. It applies to all staff, governors, students, volunteers and third parties working on behalf of the school.

### **Definitions**

Artificial Intelligence (AI) refers to computer systems capable of performing tasks that would normally require human intelligence, such as generating text, analysing information or responding to questions.

Generative AI is a type of AI that can create new content (for example text, images, audio or code) in response to user prompts. These systems do not understand information in the way humans do; instead, they generate outputs based on patterns identified in large amounts of data. Generative AI tools can be convincing but may be inaccurate, biased or inappropriate, which means human judgement, checking and oversight are always required. Examples of generative AI tools include Microsoft Copilot, ChatGPT, and Google Gemini.

### **Principles**

AI use across DoWAT schools is guided by the following principles:

- Safeguarding by design: student safety and wellbeing come first.
- Human oversight: Professional judgement and accountability remain central.
- Educational purpose: AI supports learning rather than replacing independent thinking.
- Transparency and integrity: Use of AI is open, responsible and academically honest.
- Equity and inclusion: Access and support are considered for all learners.
- Data protection and privacy: Personal data is protected at all times.
- Contextual decision-making: AI use reflects local needs, systems and risks.



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## Key Roles and Responsibilities

Governing board:

- Approves and reviews the AI policy.
- Holds the headteacher to account for safe and compliant use.

Headteacher / Senior Leadership Team:

- Provides leadership and strategic oversight of AI use.
- Approves any new AI tools or use cases, with support from key staff.
- Ensures staff and students receive guidance and training.

AI Lead (can be combined with another leadership role):

- Coordinates implementation and any guidance / training.
- Acts as point of advice on AI use.

Data Protection Lead:

- Advises on compliance with UK GDPR.
- Reviews Data Protection Impact Assessments (DPIAs) for AI tools.

Designated safeguarding lead (DSL):

- Monitors safeguarding implications of AI use.
- Ensures staff and students understand safeguarding risks associated with AI.

## Staff and Governor Use of AI

Staff and governors may use AI to support professional duties, including:

- Lesson planning and resource creation
- Drafting reports, letters and policies
- Adapting materials for accessibility

Conditions of use:

- Staff remain responsible for the accuracy, tone and appropriateness.
- AI outputs must be checked and edited before use
- No personal or sensitive data may be entered into AI tools
- AI must not generate harmful, offensive or misleading content

**Trust position: When using AI to support Trust or school work, staff should normally use Microsoft Copilot, unless an alternative AI tool has been explicitly approved.**



## **Approved AI Tools**

The school will determine which AI tools are approved, prioritising:

- Compliance with age restrictions and terms of service
- Safeguarding, filtering and monitoring controls
- Tools that operate within the school's managed digital environment and established safeguarding arrangements

Any new AI tool or use case should be subject to a proportionate risk assessment to ensure it complies with this policy, safeguarding requirements and data obligations. The headteacher (or relevant member of SLT), Data Protection Lead, Safeguarding Lead and IT lead should be involved in decision making.

No AI tool should be used with students unless it is explicitly approved for their age group. Some tools are not suitable for users aged under 13 years, or have restricted versions of tools for younger users. It is the responsibility of the headteacher to ensure AI tools are suitable for student use.

## **Student Use of AI**

Student use of AI is determined primarily by age and maturity. Use of AI with students must only be used as a tool to support Teaching & Learning. Students must not use AI to generate harmful, abusive or inappropriate content.

Students under 13:

- Approved AI tools are used only under direct adult supervision.
- No independent access to open-ended AI chatbots.
- AI may be used to:
  - Explore ideas together as a class
  - Support teacher-led discussions
  - Introduce early understanding of what AI is and how to stay safe
- Focus: curiosity, safety, asking for help, understanding limitations.

Students 13+:

- Limited supervised and guided use may be permitted where appropriate.
- Students may use approved AI tools to:
  - Research and explore topics
  - Support revision and understanding
  - Summarise information (with critical evaluation)

## **Assessment and Academic Integrity**

Students must not use AI for internal and external assessments, coursework, or exams, unless explicitly permitted. If use of AI has been permitted, usage must align with exam board and school guidance.



Students must not submit AI-generated work as their own. Any use of AI as a source must be acknowledged. Unattributed use of AI constitutes plagiarism and will be dealt with under assessment and behaviour policies, and may also be subject to exam board sanctions in line with JCQ guidance: AI Use in Assessments: Your role in protecting the integrity of qualifications – Joint Council for Qualifications

Teachers will make expectations clear for each task and support students to understand appropriate attribution.

### **Safeguarding**

All AI use must comply with:

- The school's Safeguarding and Child Protection Policy
- Keeping Children Safe in Education

Risks of AI use include exposure to harmful or inappropriate content, misinformation, political or extremist content, deepfakes or inappropriate image generation and misuse for bullying or impersonation.

Schools will remain alert to the potential for dependency, emotional reliance, or inappropriate disclosures through AI tools and will ensure that students are directed to trusted adults and established safeguarding systems. Any concerns must be reported through usual safeguarding procedures.

Schools must ensure filtering and monitoring solutions are in place to protect students and identify potential safeguarding concerns.

### **Training and Support**

- Staff: Training will support staff to develop confidence and ethical awareness in the safe and effective use of AI.
- Students (under 13s): Curriculum content will introduce safe and responsible use of technology, including early understanding of AI, being kind online, and asking for help if unsure.
- Students (13+) Curriculum content will include safe and responsible AI use, its limitations, potential biases, critical evaluation, plagiarism and academic integrity. Specific guidance will be provided before controlled assessments and exams.
- Governors: Awareness sessions will be provided to support oversight and challenge.
- Parents/carers: The school will provide information and guidance on safe and responsible AI use at home.

### **Inclusion and Accessibility**

The school will consider SEND, accessibility, and digital inclusion when implementing AI tools to ensure all students can benefit safely and appropriately.



### Breaches of this Policy

- Staff: managed under the Trust Staff Code of Conduct and/or Disciplinary Policy.
- Governors: addressed and managed by the Chair of Governors.
- Students: managed under the behaviour policy.

### Monitoring and Review

This policy will be reviewed annually, or sooner if technology or risks change significantly. Schools will monitor incidents, emerging risks and developments in AI.

### Linked Policies

This policy should be read alongside:

- Data Protection & Breach Response Plan
- Safeguarding / Child protection
- Online Safety
- Behaviour or Disciplinary
- Assessment
- Equality & Diversity

### Policy Review – AI Policy

This policy will be reviewed in full by the Governing Body every year. We reserve the right to update this policy at any time and will provide a new version when we make any substantial updates.

The policy was last reviewed and agreed by Governing Body on 29/09/2026

Name ALEXANDRA USKITT

Signature [Signature] Date 29/9/2026 Headteacher

Name NATHAN BARRY

Signature [Signature] Date 29/9/26 Chair of Governors

