

LEAF Artificial Intelligence (AI) Policy 2026/27

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1. Introduction

1.1. Statement of intent

1.1.1. This policy sets out the principles and expectations for the use of AI technologies within Authentic Education, encompassing:

- Primary, Secondary, and Special Education settings
- Central administrative functions (People, Digital, Finance, Estates, Governance & Compliance)
- Staff, student, and approved third-party use of AI platforms
- Trust sanctioned AI platforms

1.1.2. The policy promotes ethical, safe, effective, and legally compliant AI usage across the Trust.

1.1.3. This policy aims to:

- Support the use of AI to enhance teaching and learning
- Support staff across the Trust to explore AI solutions to improve efficiency and reduce workload
- Prepare staff across the Trust, Trustees, governors and pupil for a future in which AI technology will be an integral part
- Ensure that AI technologies are used ethically and responsibly by all staff across the Trust, Trustees, governors and pupils.
- Protect privacy and personal data in compliance with the UK GDPR

1.2. Audience

This policy is intended for use by all support, teaching staff and management of Authentic Education.

1.3. Revision history

Issue	Date	Author	Changes
V0.01	23/07/2025	Doug Monk	Initial draft
V0.02	04/08/2025	Kelsey Etheridge	Format to template. Expand policy aims. Add definitions. Add roles and responsibilities. Expand staff use and educational use of AI sections. Add monitoring and review section.
V0.03	31/10/2025	Doug Monk	Updated list of Trust sanctioned AI's, minor formatting changes, version number update.

1.4. Definitions

- 1.4.1. **Open generative AI tools** are accessible and modifiable by anyone. They may store, share or learn from the information entered into them, including personal or sensitive information.
- 1.4.2. **Closed generative AI tools** are generally more secure, as external parties cannot access the data you input.
- 1.4.3. **Trust Sanctioned AI platforms:** The following AI platforms are currently approved for use across the Trust. This list is subject to ongoing review, and the policy will be updated accordingly as new tools are evaluated and sanctioned.
 - AskKira – for education specific tasks.
 - Microsoft Copilot – integrated within Microsoft 365 for productivity, writing support, and data insights.

2. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- The Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2020
- Data Protection Act 2018
- AI regulation white paper, published by the Department for Science, Technology, and Office for Artificial Intelligence
- DfE 'Generative artificial intelligence (AI) and data protection in schools'

3. Roles and responsibilities

3.1. The Board of Trustees will:

- ensure school leaders are appropriately supported to make informed decisions regarding effective and ethical use of AI across the Trust

3.2. Principals (for Academy staff) / Directors / Chiefs (for Trust staff) will:

- take responsibility for the day-to-day leadership and management of AI use in their Academy
- liaise with the data protection officer (DPO) to ensure that the use of AI is in accordance with data protection legislation
- liaise with the designated safeguarding lead (DSL) to ensure that the use of AI is in accordance with Keeping Children Safe in Education (KCSIE) and the safeguarding and child protection policy
- ensure that the guidance set out in this policy is followed by all staff
- ensure staff are appropriately trained in the effective use and potential risks of AI
- ensure pupils are taught about the effective use and potential risks of AI

- 3.3. The Trust data protection officer is responsible for monitoring and advising on compliance with data protection law, including in relations to the use of AI.
- 3.4. DSLs are responsible for monitoring and advising on compliance with safeguarding requirements including in relation to the use of AI, such as:
 - being aware of new and emerging safeguarding threats posed by AI
 - updating and delivering staff training on AI safeguarding threats
 - responding to safeguarding incidents in line with KCSIE and the Academy's safeguarding and child protection policy
- 3.5. To protect data when using generative AI tools, staff must:
 - use only approved AI tools
 - seek advice from the DPO / DSL, as appropriate
 - report safeguarding concerns to the DSL in line with the Trust's safeguarding and child protection policy
 - check whether they are using an open or closed generative AI tool
 - ensure there is no identifiable information included in what they put into open generative AI tools
 - acknowledge or reference the use of generative AI in their work
 - fact-check results to make sure the information is accurate

4. Educational use of AI

- 4.1. The Trust sanctioned AI platform may be used for teaching support activities such as Lesson Planning, Resource Generation etc.
- 4.2. It may also be used for learning assistance such as Accessibility tools, summarisation etc.
- 4.3. The Trust sanctioned AI platform may be used for auto assessment, but results must be reviewed by educators.
- 4.4. It may also be integrated into the curriculum for digital literacy, critical AI evaluation and ethics etc.
- 4.5. Pupils may use generative AI under structured conditions with supervision, as part of formal learning or enrichment activities and with clear expectations around plagiarism and authenticity. All AI-generated content must be properly attributed and appropriate for the pupils' age and educational needs.
- 4.6. Where AI tools have been used as a source of information, pupils should reference their use of AI. The reference must show the name of the AI source and the date the content was generated.
- 4.7. AI may not be used to bypass academic honesty (e.g. submitting AI generated work as their own).
- 4.8. AI must not be used by pupils during assessments, including internal and external assessments and coursework or to complete homework, where AI is used to answer questions set and is presented as their own work (e.g. maths calculations).

- 4.9. It is not permitted to access or use unsanctioned AI platforms or to bypass any security features.
- 4.10. The sharing of personal information or prompting using personal or sensitive data is strictly prohibited.
- 4.11. Staff must not input sensitive or identifiable data into non-compliant or consumer AI platforms.
- 4.12. Pupil data must never be used to train AI systems. aE will not allow or cause intellectual property, including pupils' work, to be used to train generative AI models without appropriate consent or exemption to copyright.
- 4.13. Parents and guardians must be informed of AI usage when relevant to their child's education.
- 4.14. Safeguarding concerns arising from the use of generative AI must be reported immediately to the DSL in accordance with the Academy's safeguarding and child protection policy.

5. Staff use of AI

- 5.1. The Trust's sanctioned AI platform use is approved for all administrative teams providing the following are adhered to:
 - Usage must be linked to approved tasks
 - Only the Trust sanctioned AI platform is used
 - AI output is subject to personal review
- 5.2. Generative AI tools can make certain written tasks quicker and easier, but cannot replace the judgement and knowledge of a human expert. The quality and content of any final documents remains the professional responsibility of the person who produced it.
- 5.3. Any plans, policies or documents created using AI should be clearly attributed and members of staff, Trustees or governors should only share AI-generated content for use if they are confident of the accuracy of the information.
- 5.4. To ensure that personal and sensitive data remains secure, no one will be permitted to enter such data into unauthorised generative AI tools or chatbots. All AI usage is subject to a Data Protection Impact Assessment (DPIA) if any personal or sensitive data is involved.
- 5.5. 5.5. We are aware AI tools can perpetuate existing biases, particularly towards protected characteristics including sex, race and disability. For this reason, critical thought must be applied to all outputs of authorised AI applications. This means fact and sense-checking the output.
- 5.6. We encourage staff to speak to their Principal in the first instance if they have any concerns about the potential use of AI, or the use of AI that may have resulted in errors that lead to adverse consequences or unfair treatment.

6. Inappropriate Usage

- 6.1. AI must not be used to generate discriminatory, offensive or misleading content.
- 6.2. It is prohibited to use AI to impersonate others or fabricate communications of any kind.
- 6.3. AI may not be relied upon for safeguarding decisions without professional oversight.
- 6.4. Staff must not upload or share identifiable or sensitive personal data with the Trust sanctioned AI platform.

7. AI Risk Assessment Tool

Risk Category	Risk Indicator	Action Required
Personal Data Usage	The Trust sanctioned AI platform accesses identifiable information	A DPIA should be carried out and the DPO to review and sign-off
Lack of Explainability	The Trust sanctioned AI platform outputs decisions without transparency	The Trust sanctioned AI Platform must be paused and reviewed
Unsanctioned Access	Staff/students using unsanctioned AI platforms	Escalate to Digital Team
Bias / Discrimination	The Trust sanctioned AI platform creates content with stereotypical or unfair assumptions	Audit the Trust sanctioned AI platform. Retrain the AI model or halt use
Privacy Breach	Data entered into the Trust sanctioned AI platform is retained or shared externally	Report immediately to DPO
Safeguarding Concerns	The Trust sanctioned AI platform is involved in student behaviour tracking without human oversight	Immediate escalation to DSL

8. Monitoring and review

- 8.1. This policy will be reviewed regularly and updated to align with emerging best practices, technological advancements and changes in regulations.
- 8.2. Any changes to this policy will be communicated to all staff.