



Orange Tree School

Artificial Intelligence (AI) Use Policy

Independent School Standards

7 (safeguarding), 9 (behaviour), 11 (health & safety), 16 (risk assessment), 34 (complaints)





Target Audience (s):	<input checked="" type="checkbox"/> All Staff <input checked="" type="checkbox"/> External suppliers or visitors <input checked="" type="checkbox"/> Regulatory / Legal bodies <input checked="" type="checkbox"/> Other (e.g. Patients) <input checked="" type="checkbox"/> Parents
Policy Author (Subject Matter Expert):	Zoe Ramshaw
Policy Committee Sponsor:	Peter Curtis
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1. Policy Statement

Orange Tree School recognises that Artificial Intelligence (AI) tools are increasingly used within education to support efficiency, creativity, and professional practice. When used appropriately, AI can be a helpful support tool. However, AI must never replace professional judgement, safeguarding responsibilities, or data protection duties.

This policy sets out clear expectations for the safe, ethical, and professional use of AI by staff. It also addresses specific risks identified within the school, including:

- AI-generated content being shared with parents or others without appropriate checking
- Errors or unprofessional outputs being sent externally (e.g. incorrect names or placeholders)
- Concerns around inappropriate data being uploaded to AI platforms

AI use at Orange Tree School must always be transparent, accountable, and subject to human oversight.

2. Definition of Artificial Intelligence (AI)

Artificial Intelligence (AI) refers to computer systems or tools that can generate text, images, data, or other outputs that appear to demonstrate human-like intelligence. Examples include (but are not limited to):

- ChatGPT
- Microsoft Copilot
- Google Gemini
- AI tools embedded within word processors, email systems, or search engines

3. Guiding Principles for AI Use

All use of AI at Orange Tree School must adhere to the following principles:

a) Professional responsibility

AI outputs are drafts only. Staff remain fully responsible for the accuracy, tone, appropriateness, and safeguarding implications of any content they use or share.

b) Accuracy and quality control

All AI-generated content must always be carefully reviewed, edited, and personalised before being shared with pupils, parents, carers, professionals, or external agencies.

c) Safeguarding first

AI must never be used in a way that compromises pupil safety, dignity, or wellbeing.



d) Data protection and confidentiality

AI use must comply with UK GDPR, the Data Protection Act 2018, and Orange Tree School's Data Protection and Safeguarding Policies.

e) Transparency

Staff should be able to explain how AI has been used and retain accountability for decisions and communications.

4. Acceptable Uses of AI

Staff may use AI tools to support professional tasks, including:

- Drafting letters, reports, newsletters, or policies (subject to full checking)
- Proofreading and improving clarity or structure of text
- Generating lesson ideas, resources, or differentiated materials
- Producing templates or planning documents
- Brainstorming strategies, activities, or approaches

AI may be used to support efficiency, but not to replace staff judgement, professional responsibilities, assessment, or decision-making.

5. Unacceptable Uses of AI

The following uses of AI are not permitted:

- Sending AI-generated content to parents, carers, or external professionals without full review, editing and aligning with the Orange Tree values and policies
- Sharing content that contains placeholders (e.g. "Dear [Name]") or would you like me to..... or any factual errors
- Uploading or entering personal data, sensitive information, safeguarding information, medical details, or identifiable pupil, parent or staff data into AI tools
- Using AI to write safeguarding reports, incident reports, or professional opinions without significant human input, oversight or factual personalisation
- Using AI in a way that misrepresents professional work or decisions or brings Orange Tree into disrepute.

Failure to follow these expectations may be treated as a professional conduct issue.

6. Data Protection and Security

To protect pupils, families, and staff:

- No personal or sensitive data about pupils, families, or staff must be entered into AI tools
- Staff must not upload documents containing names, dates of birth, addresses, medical information, SEN details, safeguarding concerns, or behaviour records
- AI tools must not be used to store or retain school data



If staff are unsure whether information is appropriate to use, they must not upload it and should seek advice from the DSL, SLT or Data Protection Lead.

7. Accounts and Access

- Any AI accounts used for school purposes must be created using a school email address and only be used for professional use for Orange Tree school and not used for any personal reasons
- Personal AI accounts must not be used for Orange Tree School professional work
- AI tools must only be used for school-related, professional purposes
- Staff must follow school guidance regarding approved platforms and digital safety

8. Communication with Parents and External Professionals

When AI is used to support written communication:

- Staff must check content carefully for accuracy, tone, and professionalism and alignment of Orange Tree Values and policies
- All communications must be personalised and appropriate
- AI-generated text must never be sent without full review and any additional content from AI removed including any final questions the AI tool is asking or recommending.
- The final responsibility for all communications rests with the staff member sending it

AI should be viewed as a support tool, not an author.

9. Pupils and AI Use

Pupils' access to AI tools is supervised and controlled in line with:

- Safeguarding Policy
- Online Safety Policy
- Filtering and monitoring systems

Where pupils encounter AI-generated content (e.g. search results or learning tools), staff will support them to understand appropriate, critical, and safe use.

10. Training and Support

- Staff will receive guidance and updates on safe and appropriate AI use
- Support will be provided for staff unsure about acceptable use
- Staff have a responsibility to ask their line manager, SLT or HR if they are unsure of any AI use within their professional work
- This policy will be reviewed regularly in line with emerging guidance



11. Monitoring, Concerns, and Breaches

Concerns about AI use, including:

- Data protection risks
- Inappropriate content
- Misuse or over-reliance on AI
- must be reported to a senior leader, the DSL, or Data Protection Lead.

Any misuse of AI will be addressed in line with the school's policies and may result in further training, supervision, or formal action.

12. Complaints

Any complaints relating to the use of AI will be managed in accordance with the school's Complaints Policy.

Orange Tree School is committed to safe, ethical, and professional use of emerging technologies in the best interests of pupils, families, and staff.