



Orange Tree School

Artificial Intelligence (AI) and Professional Practice Policy

Independent School Standards

This policy supports compliance with the **Education (Independent School Standards) Regulations 2014**, particularly the standards relating to:

- Part 3 – Welfare, Health and Safety of Pupils
 - Part 6 – Provision of Information
- Part 7 – Manner in which Complaints are Handled
- Part 8 – Quality of Leadership in and Management of Schools



DOCUMENT DETAILS	
Applies to:	• All Staff • Other (e.g. Parents)
Policy Author (Subject Matter Expert):	Zoe Ramshaw
Approval Body:	Advisory Board – Peter Curtis
Related Legislation	UK GDPR; Data Protection Act 2018; Copyright, Designs and Patents Act 1988; Education (Independent School Standards) Regulations 2014
Frequency of review:	Annually
Last Update:	31/07/2026
Next Review Date:	31/8/2027

Artificial Intelligence (AI) Policy Summary

Purpose

This policy sets out Orange Tree School's expectations for the safe, ethical and professional use of Artificial Intelligence (AI). It explains how AI may be used to support professional practice whilst ensuring that staff remain accountable for their work, maintain professional standards and protect the school's therapeutic ethos.

Who does this policy apply to?

This policy applies to:

- all employees;
- agency staff;
- volunteers;
- contractors;
- consultants working on behalf of the school;
- Advisory Board members where appropriate; and
- any individual using AI to undertake work on behalf of Orange Tree School.

Our Principles

Orange Tree School is committed to ensuring that AI is used:

- ethically and responsibly;
- to support, rather than replace, professional expertise;
- in a manner that protects safeguarding, confidentiality and data protection;
- transparently and with appropriate professional oversight;
- in ways that uphold the school's therapeutic values and reputation; and
- in accordance with professional standards, legislation and School policies.

Professional knowledge, judgement and authentic relationships remain central to the work of Orange Tree School. AI should enhance efficiency where appropriate but must never replace professional decision-making, therapeutic practice or accountability.

Where specialist advice is required, staff are expected to seek guidance from appropriately qualified colleagues rather than relying upon AI-generated recommendations.

Our Approach

Orange Tree School recognises that AI is an evolving technology that can assist with administrative efficiency, proofreading, planning and idea generation.

However, the School does not support the routine use of AI to produce work that staff are employed, trained or professionally expected to undertake themselves. Parents, carers, Local Authorities and partner agencies should be confident that communications, professional opinions and educational practice reflect the expertise of Orange Tree School staff rather than automated systems.

Review



This policy will be reviewed annually, or sooner where there are significant changes in legislation, technology, regulatory guidance or the school's approach to the use of Artificial Intelligence.

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1. Introduction

Orange Tree School recognises that Artificial Intelligence (AI) is becoming increasingly integrated into education and can provide valuable support in improving efficiency, reducing administrative burden and assisting with routine tasks. Used appropriately, AI can enhance productivity and allow staff to focus more of their time on teaching, therapeutic practice and supporting pupils.

As a specialist therapeutic school, Orange Tree School recognises that its greatest strength is the expertise, judgement and relationships developed by its staff. AI should therefore be viewed as a tool that supports professional practice rather than a substitute for the human skills that underpin effective education, therapeutic intervention and leadership. Parents, carers, commissioning Local Authorities and partner agencies rightly expect that decisions, communications and professional practice reflect the knowledge, skills and experience of qualified professionals rather than automated systems.

The school supports the responsible and proportionate use of AI as a professional tool. However, AI must not replace critical thinking, professional judgement, therapeutic practice, safeguarding responsibilities or authentic communication. Staff and leaders remain personally accountable for all work produced using AI and are expected to review, verify and amend AI-generated content to ensure it is accurate, appropriate and reflective of their own professional standards.

The school also recognises that meaningful relationships are central to its therapeutic ethos. While AI may assist with drafting or improving routine documents and communications, it should not diminish the authenticity, empathy or personal accountability expected of staff, particularly when communicating with pupils, families, colleagues or partner agencies.

This policy establishes the principles for the ethical, safe and proportionate use of AI across Orange Tree School. Its purpose is to ensure that AI supports professional practice without replacing the expertise, integrity and human relationships that underpin the school's culture, reputation and therapeutic approach.

2. AI Principles

Orange Tree School recognises that Artificial Intelligence (AI) has an increasingly important role within education and can provide valuable support when used responsibly and proportionately. The school encourages innovation where it enhances efficiency, reduces unnecessary administrative burden and enables staff to focus on high-quality educational and therapeutic practice.

The use of AI at Orange Tree School is governed by the following principles:

2.1 Professional Judgement

AI is a tool to support professional practice and must never replace the knowledge, expertise, judgement or accountability of staff.

All decisions affecting pupils, staff, parents, carers and partner agencies must be based on the professional judgement of appropriately qualified employees.

2.2 Human Relationships

Orange Tree School is founded upon positive relationships, trust and therapeutic practice.

Staff should ensure that the use of AI does not diminish authentic communication, empathy or meaningful professional relationships. Wherever communication requires professional sensitivity, individual understanding or therapeutic judgement, staff should communicate in their own voice and with appropriate personal consideration.

2.3 Accountability

Staff remain personally responsible for all work produced using AI.

Any content generated or assisted by AI must be reviewed, verified and amended where necessary before it is used, shared or relied upon. Responsibility for accuracy, legality, appropriateness and professional standards cannot be delegated to AI.

2.4 Confidentiality and Safeguarding

The safety, wellbeing and privacy of pupils, families and staff must always take precedence over convenience or efficiency.

AI must be used in ways that comply with safeguarding responsibilities, confidentiality requirements, data protection legislation and School policies.

2.5 Professional Integrity

The use of AI should enhance, rather than erode, professional competence.

Staff are expected to continue developing their own knowledge, skills and professional judgement. AI should support learning and productivity but must not become a substitute for reflection, critical thinking, supervision or professional development.

2.6 Proportionate Use

AI should be used where it adds value and improves efficiency without compromising quality, authenticity or professional standards.

Routine administrative tasks may be supported by AI where appropriate. However, the School does not expect or encourage the routine use of AI for work that depends upon professional expertise, therapeutic understanding or individual relationships.

3. Legal and Regulatory Framework

Orange Tree School is committed to ensuring that Artificial Intelligence (AI) is used lawfully, ethically and responsibly. The school recognises that, whilst AI technologies continue to evolve, their use must remain consistent with existing legal obligations, professional standards and the school's therapeutic ethos.

This policy should be read alongside relevant legislation, statutory guidance and School policies, including but not limited to:

- UK General Data Protection Regulation (UK GDPR);
- Data Protection Act 2018;
- Copyright, Designs and Patents Act 1988;
- Education (Independent School Standards) Regulations 2014;
- Keeping Children Safe in Education (KCSIE) (current edition);
- Equality Act 2010;
- Human Rights Act 1998; and
- Information Commissioner's Office (ICO) guidance relating to Artificial Intelligence and data protection, where applicable.

The school recognises that AI does not alter or reduce the professional responsibilities of staff. All statutory duties relating to safeguarding, confidentiality, data protection, equality, health and safety, record keeping and professional conduct continue to apply regardless of whether AI has been used to support a task.

Where there is any conflict between AI-generated content and professional judgement, statutory guidance or School policy, staff must always follow legislation, statutory guidance, School policies and the advice of appropriately qualified professionals.

4. Roles and Responsibilities

The effective, ethical and proportionate use of Artificial Intelligence (AI) is a shared responsibility. All individuals using AI in connection with Orange Tree School must do so in accordance with this policy, relevant legislation and the school's professional standards.

4.1 Advisory Board

The Advisory Board is responsible for:

- approving this policy;
- ensuring appropriate governance arrangements are in place for the use of AI;
- receiving assurance that AI is being used safely, ethically and lawfully; and
- supporting a culture that promotes innovation whilst maintaining high professional standards.

4.2 Headteacher

The Headteacher is responsible for:

- ensuring this policy is implemented consistently across the school;
- promoting the ethical and proportionate use of AI;
- ensuring appropriate training and guidance is available for staff;
- ensuring AI is not used in ways that compromise safeguarding, confidentiality or professional standards; and
- monitoring emerging developments and reviewing this policy where necessary.

4.3 Senior Leadership Team

Senior leaders are expected to model responsible and proportionate use of AI.

In addition to meeting the expectations placed upon all staff, senior leaders should:

- ensure AI supports, rather than replaces, effective leadership and professional judgement;
- maintain authentic and meaningful communication with staff, pupils, parents, carers and external professionals;
- avoid over-reliance on AI for communications or decision-making where personal leadership, professional discretion or relationship-building is required;
- support staff to develop confidence and competence in the appropriate use of AI; and
- challenge inappropriate or unsafe use of AI where identified.

4.4 Line Managers

Line managers are responsible for:

- providing appropriate guidance to staff;
- monitoring the professional use of AI within their teams;
- ensuring work produced using AI meets expected standards; and
- addressing concerns regarding inappropriate or excessive reliance upon AI.

4.5 All Staff

All staff are responsible for:

- using AI safely, ethically and professionally;
- applying their own judgement to all AI-assisted work;
- reviewing and verifying AI-generated content before use;
- protecting confidential and personal information;
- complying with safeguarding, data protection and School policies; and
- seeking advice where they are uncertain about the appropriate use of AI.

The use of AI does not remove individual accountability for professional practice or decision-making.

4.6 Specialist Staff

Where advice relating to therapeutic practice, safeguarding, behaviour, SEND or other areas of specialist expertise is required, staff should seek guidance from appropriately qualified colleagues before relying upon AI-generated information or recommendations.

AI should support professional learning and administration but must not replace access to the expertise available within Orange Tree School.

5. Professional Use of Artificial Intelligence

Orange Tree School recognises that Artificial Intelligence (AI) can enhance productivity, reduce administrative burden and support the efficient delivery of professional responsibilities. The school encourages the thoughtful use of AI where it adds value and enables staff to dedicate more time to teaching, therapeutic practice, leadership and supporting pupils.

The use of AI should always be proportionate, purposeful and subject to professional judgement. Staff should remain mindful that the value of their role lies not only in the work they produce, but also in the expertise, relationships and professional judgement they bring to that work.

5.1 Professional Accountability

AI may assist with drafting, organising or refining work, but responsibility for the final content always rests with the member of staff.

Before using AI-generated content, staff must ensure that it:

- is accurate and factually correct;
- reflects the school's values and therapeutic ethos;
- is appropriate for its intended audience;
- complies with legislation and School policies; and
- represents their own professional judgement.

5.2 Critical Evaluation

AI-generated content should never be accepted uncritically.

Staff are expected to review, evaluate and amend AI-assisted work where necessary. Professional judgement, experience and critical thinking remain essential and cannot be replaced by automated systems.

5.3 Authentic Professional Practice

The school expects all professional work to reflect the knowledge, experience and judgement of the individual responsible for it.

Whilst AI may support efficiency, it should not become the primary source of professional thinking, analysis or communication. Over-reliance on AI risks reducing professional confidence, limiting individual development and undermining the authenticity of relationships with colleagues, pupils, families and partner agencies.

5.4 Leadership and Communication

Leaders have a particular responsibility to model appropriate and proportionate use of AI.

AI may assist with drafting routine communications or administrative documents. However, leaders should ensure that communications remain authentic, considered and reflective of their own professional judgement and leadership style.

Where communication relates to staff wellbeing, performance, professional development, sensitive matters or relationship-building, leaders should ensure that their own voice, empathy and professional understanding remain central to the communication.

5.5 Professional Development

The school is committed to developing the professional knowledge and skills of its workforce.

AI should support continuous learning rather than replace it. Staff are encouraged to develop their own expertise through reflection, collaboration, supervision and engagement with colleagues. Where specialist advice is required, this should normally be sought from

appropriately qualified professionals within or beyond the School before relying on AI-generated guidance.

6. Acceptable Use of Artificial Intelligence

Orange Tree School recognises that AI can support the efficient delivery of professional responsibilities when used appropriately, proportionately and with appropriate oversight.

The examples below illustrate common acceptable uses of AI. They are not exhaustive and should always be considered alongside the principles set out within this policy.

6.1 Administrative Support

AI may be used to assist with routine administrative tasks, including:

- proofreading and improving grammar;
- formatting documents;
- summarising non-confidential information;
- creating meeting agendas;
- generating checklists;
- organising notes;
- drafting routine administrative documents; and
- suggesting ideas for planning or organisation.

Staff remain responsible for reviewing all content before it is used.

6.2 Teaching and Learning

AI may be used to support educational planning by assisting with:

- lesson ideas;
- activity suggestions;
- curriculum planning;
- resource development;
- differentiated learning activities; and
- administrative aspects of assessment planning.

Teachers remain responsible for ensuring that all teaching materials are accurate, appropriate, inclusive and tailored to the needs of individual pupils.

6.3 Professional Writing

AI may assist in improving the structure, readability or presentation of documents.

Staff should ensure that any final document reflects their own professional judgement, knowledge and intended message rather than reproducing AI-generated content without critical review.

6.4 Leadership and Management

Leaders may use AI to improve efficiency in administrative and operational tasks, including drafting routine communications, preparing templates and organising information.

Leadership communications should remain authentic, proportionate and reflective of the individual leader's judgement and relationship with the recipient. AI should support efficiency but should not replace meaningful engagement with staff, families or partner agencies.

6.5 Innovation and Continuous Improvement

The school encourages staff to explore new technologies responsibly where they improve efficiency or enhance professional practice.

Staff should remain curious, reflective and willing to evaluate both the benefits and limitations of AI, recognising that professional expertise and critical thinking remain essential.

7. Restricted and Unacceptable Use of Artificial Intelligence

Whilst Orange Tree School supports the responsible use of AI, there are circumstances where its use would be inappropriate, unsafe or inconsistent with the School's professional standards and therapeutic ethos.

The following uses of AI are prohibited or subject to significant restriction.

7.1 Professional Decision-Making

AI must not be used to make, or substantially influence, professional decisions that require human judgement.

This includes, but is not limited to:

- safeguarding decisions;
- behaviour management decisions;
- risk assessments;
- decisions relating to pupils' welfare;
- disciplinary matters;
- staff performance management;
- complaints investigations; and

- any decision where professional accountability rests with an individual member of staff.

AI may assist with administrative preparation, but the professional judgement and final decision must always be made by an appropriately qualified member of staff.

7.2 Confidential and Personal Information

Staff must not enter confidential, sensitive or personally identifiable information into public AI platforms unless the system has been approved by the school and appropriate safeguards are in place.

This includes information relating to:

- pupils;
- families;
- staff;
- contractors;
- partner agencies; or
- any confidential School business.

All processing of information must comply with the Data Protection Policy and relevant legislation.

7.3 Professional Reports and Specialist Advice

AI must not be relied upon to produce professional opinions or specialist advice without substantial professional input, review and verification.

This includes documents such as:

- EHCP advice;
- behaviour assessments;
- therapeutic recommendations;
- safeguarding records;
- professional referrals;
- witness statements;
- investigation reports; and
- other documents requiring professional expertise.

The final content must reflect the professional judgement of the author.

7.4 Therapeutic Practice

AI must not replace therapeutic intervention, professional supervision, consultation or specialist advice.

Where therapeutic knowledge or expertise is required, staff should seek guidance from appropriately qualified professionals rather than relying upon AI-generated responses.

7.5 Communication

AI should not be used in a way that removes authenticity, empathy or professional accountability from communication.

Staff should avoid relying upon AI to generate communications where personal knowledge, professional judgement or meaningful relationships are central to the purpose of the communication.

Examples include:

- sensitive conversations with parents or carers;
- staff wellbeing or performance discussions;
- safeguarding communications;
- therapeutic conversations;
- complaints responses;
- communications following serious incidents.

Where AI is used to assist with drafting, the final communication should be substantially reviewed and amended to reflect the author's own professional judgement and relationship with the recipient.

7.6 Over-Reliance on AI

The school does not support the routine or excessive reliance upon AI as a substitute for professional competence.

Staff should not:

- accept AI-generated information without verification;
- present AI-generated work as their own professional analysis;
- rely upon AI in place of professional learning or reflection;
- use AI to avoid consultation with colleagues or specialists; or
- allow AI to replace critical thinking or professional responsibility.

Professional expertise should continue to develop through experience, collaboration, supervision and ongoing professional development.

8. Communication with Parents, Carers, Staff and Professionals

Orange Tree School recognises that effective communication is fundamental to building positive relationships with pupils, families, staff, commissioning Local Authorities and partner agencies. As a specialist therapeutic school, the quality, authenticity and professionalism of communication is central to the school's values and reputation.

AI may assist with the preparation of communications where this improves efficiency. However, it must not replace the personal judgement, empathy or professional accountability of the individual responsible for the communication.

8.1 Authentic Communication

All communications should reflect the knowledge, professional judgement and individual voice of the member of staff responsible for the communication.

Staff should ensure that communications remain:

- accurate;
- respectful;
- professional;
- proportionate;
- personalised where appropriate; and
- consistent with the school's therapeutic ethos.

AI-generated content should be reviewed and adapted to ensure it genuinely reflects the intended message and relationship with the recipient.

8.2 Leadership Communication

Leaders have a particular responsibility to communicate in ways that build trust, confidence and positive professional relationships.

Whilst AI may support the drafting of routine administrative communications, leaders should ensure that communications relating to staff, pupils or families demonstrate personal consideration, professional judgement and accountability.

The routine use of AI-generated communications should not diminish the visibility, authenticity or relational aspects of effective leadership.

8.3 Sensitive Communications

AI should not be relied upon to produce communications relating to:

- safeguarding concerns;
- complaints;
- disciplinary matters;
- staff capability or performance;
- wellbeing or welfare discussions;
- therapeutic interventions;
- serious incidents; or
- other matters requiring professional sensitivity and judgement.

Where AI is used to assist with drafting, the communication must be substantially reviewed, amended and approved by the author before it is shared.

8.4 Public Confidence

Orange Tree School recognises that parents, carers, staff and partner agencies expect communications to reflect the expertise and professionalism of the individuals who work within the school.

The use of AI should enhance efficiency without undermining confidence in the knowledge, skills or professional judgement of staff. Communications should reinforce the school's reputation for authentic, thoughtful and relationship-centred practice.

9. Teaching, Learning and Therapeutic Practice

Orange Tree School recognises that AI has the potential to support educational planning, curriculum development and administrative aspects of teaching. However, the School's educational and therapeutic provision is founded upon professional expertise, individual relationships and a deep understanding of each pupil's needs.

AI should therefore be used to enhance professional practice rather than replace it.

9.1 Teaching and Learning

Teachers may use AI to support aspects of curriculum planning and resource development, including:

- generating lesson ideas;
- producing differentiated activities;
- developing teaching resources;
- creating quizzes or revision materials;
- improving the presentation of learning materials; and
- supporting administrative planning.

Teachers remain responsible for ensuring that all teaching materials:

- are accurate and age-appropriate;
- meet curriculum requirements;
- reflect pupils' individual needs;
- promote inclusion and equality; and
- align with the School's therapeutic approach.

9.2 Individual Pupil Needs

AI must not replace the professional assessment of individual pupils.

Decisions relating to:

- learning needs;
- behaviour support;
- therapeutic interventions;
- SEND provision;
- EHCP outcomes;
- risk management; and
- educational progress

must always be based upon the professional judgement of appropriately qualified staff.

9.3 Therapeutic Practice

Orange Tree School's therapeutic model is delivered through appropriately trained and qualified professionals working collaboratively with education staff.

AI must not replace:

- therapeutic assessment;
- therapeutic intervention;
- clinical reasoning;
- reflective practice;
- supervision; or
- multidisciplinary collaboration.

Where therapeutic advice is required, staff should consult the appropriate members of the Therapy Team or other suitably qualified professionals.

9.4 Professional Reflection

Professional reflection is essential to high-quality teaching, leadership and therapeutic practice.



Whilst AI may be used to explore ideas or identify potential approaches, it should not replace reflective practice, professional dialogue, supervision or collaborative problem-solving.

Staff are encouraged to develop their own knowledge, confidence and professional judgement through experience, training and consultation with colleagues.

9.5 Maintaining Professional Expertise

Orange Tree School is committed to developing a skilled and knowledgeable workforce.

The routine use of AI should not reduce opportunities for staff to develop their own professional knowledge, communication skills or decision-making abilities. Staff are expected to continue developing their expertise through professional learning, mentoring, supervision and collaborative practice.

10. Data Protection, Safeguarding and Confidentiality

Orange Tree School is committed to ensuring that the use of Artificial Intelligence (AI) does not compromise the safety, privacy or rights of pupils, families, staff or partner agencies. All use of AI must comply with the school's safeguarding responsibilities, confidentiality requirements and data protection obligations.

The use of AI does not alter or reduce the professional responsibilities of staff. Individuals remain accountable for protecting personal information and always exercising professional judgement.

10.1 Data Protection

Staff must comply with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the School's Data Protection Policy when using AI.

Unless an AI system has been approved by the school and appropriate contractual and technical safeguards are in place, staff must not enter:

- personal data;
- confidential information;
- safeguarding information;
- health information;
- assessment records;
- staff records; or
- commercially sensitive information

into AI platforms.

10.2 Safeguarding

Safeguarding remains the responsibility of appropriately trained professionals.

AI must not be used to:

- assess safeguarding concerns;
- determine levels of risk;
- decide whether referrals should be made;
- replace safeguarding discussions;
- provide safeguarding advice in place of the Designated Safeguarding Lead (DSL) or Deputy DSL; or
- make decisions affecting the safety or welfare of children.

Where safeguarding concerns arise, staff must follow the School's Safeguarding and Child Protection Policy without exception.

10.3 Confidentiality

Staff must ensure that confidential information always remains secure.

AI should never be used in a manner that could compromise confidentiality or result in the unauthorised disclosure of information relating to:

- pupils;
- families;
- staff;
- partner agencies; or
- School business.

Where there is uncertainty regarding the appropriate use of AI, staff should seek advice before proceeding.

10.4 Information Security

Only AI platforms approved by the school should be used for School business where approval has been given.

Staff should remain aware that information entered into some AI systems may be retained, processed or used outside the control of the school.

Appropriate security measures, professional judgement and caution should therefore be always exercised.

10.5 Reporting Concerns



Any suspected misuse of AI, data breach, confidentiality concern or safeguarding issue relating to AI must be reported immediately in accordance with the school's reporting procedures.

The school will investigate concerns promptly and take appropriate action where necessary.

11. Monitoring, Compliance and Breaches

Orange Tree School is committed to ensuring that Artificial Intelligence (AI) is used safely, ethically and in accordance with this policy. The School recognises that AI technologies will continue to develop and is committed to monitoring their use to ensure they support, rather than compromise, professional practice.

11.1 Monitoring

The Headteacher and Senior Leadership Team are responsible for monitoring the implementation of this policy.

Monitoring will also consider whether the use of AI is supporting professional practice without reducing the authenticity of leadership, communication or professional relationships.

Monitoring may include:

- reviewing how AI is used across the school;
- evaluating the effectiveness of AI in supporting professional practice;
- identifying training and development needs;
- monitoring compliance with safeguarding, data protection and confidentiality requirements; and
- reviewing emerging technologies, guidance and best practice.

The purpose of monitoring is to promote safe, proportionate and effective use of AI, rather than to discourage innovation or appropriate professional use.

11.2 Professional Standards

Staff are expected to use AI in a manner that reflects the professional standards of Orange Tree School.

Where concerns arise regarding the inappropriate, unsafe or excessive use of AI, these will normally be addressed through:

- professional discussion;
- advice and guidance;
- additional training;
- supervision; or

- management support.

The school recognises that developing confidence in the responsible use of AI is an ongoing process and will support staff to improve their understanding and practice.

11.3 Breaches of this Policy

Failure to comply with this policy may result in action being taken in accordance with the school's policies and procedures.

Examples of breaches include, but are not limited to:

- disclosing confidential or personal information through AI platforms;
- using AI in a manner that compromises safeguarding;
- presenting AI-generated content as professional judgement without appropriate review;
- failing to verify AI-generated information before relying upon it;
- using AI in a way that damages professional relationships or the reputation of the school; or
- deliberately circumventing the expectations set out within this policy.

Depending on the nature and seriousness of the breach, this may result in informal management action, formal disciplinary procedures or referral to external agencies where required.

11.4 Policy Review

This policy will be reviewed annually, or sooner where there are significant developments in legislation, regulatory guidance, AI technology or operational practice.

The school will continue to evaluate how AI can be used responsibly to improve efficiency whilst maintaining the highest standards of professional judgement, safeguarding and therapeutic practice.

12. Training and Professional Development

Orange Tree School recognises that Artificial Intelligence (AI) is an evolving technology and is committed to supporting staff to develop the knowledge, skills and confidence required to use it responsibly, ethically and professionally.

The school encourages staff to view AI as a tool that supports professional practice rather than a substitute for professional expertise, critical thinking or authentic communication.

12.1 Training

Appropriate training and guidance will be provided to support staff in understanding:

- the benefits and limitations of AI;
- ethical and responsible use;
- safeguarding, confidentiality and data protection requirements;
- critical evaluation of AI-generated content; and
- the expectations set out within this policy.

12.2 Developing Professional Expertise

Orange Tree School is committed to developing a highly skilled workforce.

Staff are expected to continue developing their own professional knowledge, judgement and communication skills through experience, collaboration, supervision and professional learning.

AI should complement professional development by reducing administrative burden and supporting efficiency. It should not replace professional thinking, reflection, collaboration or the development of expertise.

12.3 Management Oversight

Line managers and senior leaders are responsible for supporting staff to use AI appropriately and proportionately.

Where the use of AI becomes excessive, affects the quality or authenticity of work, limits professional development or is inconsistent with the expectations of this policy, managers may provide guidance, require changes to working practices or place appropriate limits on the use of AI for particular tasks.

Any such decisions will be proportionate, supportive and based upon the needs of the school, the role of the individual and the maintenance of professional standards.

12.4 Continuous Review

As AI technologies continue to evolve, Orange Tree School will regularly review its approach to ensure that innovation is balanced with professional accountability, safeguarding responsibilities and the therapeutic ethos of the school.

13. Complaints

Orange Tree School is committed to ensuring that Artificial Intelligence (AI) is used responsibly, ethically and in accordance with this policy.

Any concerns regarding the use of AI by members of staff should, wherever possible, be raised informally in the first instance with the appropriate line manager or member of the Senior Leadership Team.

Where concerns cannot be resolved informally, or where the matter is of a more serious nature, complaints will be managed in accordance with the School's Complaints Policy, Staff Grievance Procedure, Whistleblowing Policy or other relevant procedures, as appropriate.

Concerns relating to safeguarding, confidentiality, data protection or professional misconduct will be investigated promptly and managed in accordance with the relevant statutory guidance and School policies.

The school will use complaints and feedback constructively to review its approach to AI and promote continuous improvement in professional practice.

14. Related Policies

This policy should be read alongside the following School policies and procedures:

- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Data Protection Policy
- Online Safety Policy
- ICT Acceptable Use Policy
- Relationship and Behaviour Policy
- Staff Disciplinary Policy
- Staff Grievance Procedure
- Whistleblowing Policy
- Complaints Policy
- Equality Policy
- Health and Safety Policy