



Artificial Intelligence (AI) Policy
October 2025

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1. Introduction

The Forge Brook Trust is committed to the effective governance and strategic direction of our academies. As a multi-academy trust (MAT), we recognise the importance of providing clear guidance on the use of artificial intelligence (AI) technologies across our schools. This policy has been developed to ensure that AI is used safely, responsibly, and effectively to enhance teaching and learning while maintaining our commitment to safeguarding and data protection.

2. Purpose and Scope

This policy aims to:

- Establish clear guidelines for the safe and responsible use of AI across the trust
- Define roles and responsibilities related to AI implementation and oversight
- Ensure compliance with relevant legislation and statutory guidance
- Provide a framework for decision-making regarding AI tools and applications

This policy applies to all staff, students, governors, trustees, and volunteers across all academies within The Forge Brook Trust.

3. Definition of Artificial Intelligence (AI)

For the purposes of this policy, artificial intelligence (AI) refers to computer systems that can perform tasks that typically require human intelligence. This includes, but is not limited to:

- Generative AI tools (such as ChatGPT, Google Gemini)
- AI-powered educational applications and platforms
- Automated assessment and feedback systems
- AI-enhanced administrative tools

4. Legal Framework and Compliance

The trust acknowledges its obligations under relevant legislation, including:

- The Equality Act 2010
- The Data Protection Act 2018 and UK GDPR
- The Education Act 2002
- Keeping Children Safe in Education (current version)

The trust recognises its Public Sector Equality Duty (PSED) and will ensure that all AI implementation considers equality implications, eliminates unlawful behaviours, advances equality of opportunity, and fosters good relations between those who share protected characteristics and those who do not.

5. Governance and Oversight

The board of trustees maintains overall responsibility for this policy and will:

- Oversee the MAT's approach to AI implementation

- Guide its strategic direction
- Hold executive leaders to account for effective implementation
- Ensure compliance with relevant legislation and guidance

The trust will appoint an AI lead who will be responsible for the day-to-day leadership and management of AI across the trust. This role will:

- Liaise with the Data Protection Officer (DPO) and Designated Safeguarding Lead (DSL)
- Seek technical advice when necessary
- Ensure staff are appropriately trained to use AI
- Monitor and update the AI policy and list of approved AI tools

6. Risk Assessment and Approval Process

Before implementing any AI tool or system, a thorough risk assessment must be conducted that considers:

- Data protection implications
- Safeguarding concerns
- Equality impact
- Educational value and purpose
- Technical security

All AI systems must be transparent, clear, and easy to understand for staff, pupils, parents, and carers. The trust will maintain a register of approved AI tools that have undergone appropriate risk assessment and approval processes.

7. Data Protection and Privacy

The trust recognises that AI systems often process personal data and will ensure that:

- All AI use complies with the Data Protection Act 2018 and UK GDPR
- Data protection impact assessments are conducted for new AI implementations
- Staff understand their responsibilities regarding data protection when using AI
- Appropriate filtering and monitoring systems are in place
- Parents and carers are informed about how AI is used in educational settings

Staff must adhere to the following data protection principles when using AI:

- Never input personal data or sensitive information about students or staff into public AI tools
- Use only trust-approved AI systems for processing personal data
- Ensure appropriate data minimisation when using AI tools
- Verify AI-generated content before use in official communications or teaching materials

8. Safeguarding

The trust will take all reasonable steps to limit children's exposure to online risks through the school's IT systems. This includes:

- Implementing appropriate filtering and monitoring systems
- Regularly reviewing the effectiveness of these systems
- Ensuring the leadership team understands these provisions
- Considering the age range of children and those potentially at greater risk of harm

The trust will ensure that online safety is a running and interrelated theme throughout its approach to safeguarding and related policies. This includes considering online safety in curriculum planning, staff training, and parental engagement.

9. Acceptable Use

9.1 Staff Use of AI

Staff may use approved AI tools for example to:

- Enhance teaching and learning
- Support administrative tasks
- Develop resources and materials
- Assist with planning and assessment

Staff must adhere to the trust's staff code of conduct which includes acceptable use of technologies, staff/pupil relationships, and communications.

Staff must not:

- Use AI to replace professional judgment or decision-making
- Rely on AI-generated content without verification
- Use AI in ways that could compromise data protection or safeguarding
- Use unapproved AI tools for processing personal data

9.2 Student Use of AI

Students will be taught about the safe and responsible use of AI through the curriculum, including

- Critical thinking skills to evaluate AI-generated content
- Understanding the limitations and potential biases of AI
- Responsible use of AI tools for learning
- Recognition of potential online risks associated with AI

The curriculum will include age-appropriate guidance on:

- Healthy and respectful relationships online

- Boundaries and consent in digital environments
- Stereotyping, prejudice, and equality
- How to recognise and report concerns

10. Training and Development

The trust will ensure that all staff receive appropriate training on the safe and responsible use of AI. This will include:

- Understanding AI in education
- Interacting with generative AI
- Safe use of AI
- Practical applications of AI in educational settings The Key Leaders

Training will be regularly updated to reflect emerging technologies and best practices.

11. Monitoring and Review

This policy will be reviewed annually by the board of trustees to ensure it remains fit for purpose. The review will consider:

- Changes in technology and AI capabilities
- Updates to relevant legislation and guidance
- Feedback from staff, students, and parents
- Incidents or concerns related to AI use Keeping Children Safe in Education

The AI lead will be responsible for monitoring compliance with this policy and reporting to the board of trustees.

12. Related Policies

This policy should be read in conjunction with:

- Data Protection Policy
- Safeguarding and Child Protection Policy
- Online Safety Policy
- Staff Code of Conduct
- Acceptable Use Policy
- Teaching and Learning Policy