Bath and Wells Diocesan Academies Trust

Artificial Intelligence (AI) policy

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Last approval date	**New policy**
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Next review date	**September 2028**
Approved by	**Board**
Policy Owner	**Trust Wide IT Lead**
Policy Location	**SharePoint**
Target Audience	**All employees**
Document History	
Version 1 – Date of Review	
Version 1 – Revision summary	

Context

The Bath & Wells Diocesan Academies Trust (the Trust) is a dynamic learning community. To ensure a safe, supportive environment where pupils and staff can learn and thrive, clear procedures, structures, and expectations must be in place. Trust policies document these procedures and values, providing a consistent framework across all elements of the Trust.

Artificial Intelligence (AI) has the potential to transform education by supporting teachers, enhancing pupil learning and improving operational efficiency. Used responsibly and safely, AI can reduce workload, foster innovation, and prepare learners for a digital future. However, the use of AI brings inherent risks, including data privacy, misinformation, and bias, which must be carefully managed within ethical and legal frameworks.

The safeguarding of staff and pupils will, as always, be at the forefront of our policy and practice. AI systems do not replace human oversight, professional judgement or safeguarding responsibility at any level within the Trust.

Purpose

The purpose of this policy is to define the Trust's approach to the responsible and ethical use of Artificial Intelligence (AI) in education. It establishes principles and expectations to ensure AI is implemented safely, transparently and in a way that supports the Trust's strategic objectives of high quality, inclusive education and staff wellbeing.

By embracing AI technology, we aim to:

- Enhance academic outcomes and educational experiences for pupils
- Support teachers in managing their workload more efficiently and effectively
- Educate staff and pupils about safe, responsible and ethical AI use
- Incorporate AI as a teaching and learning tool to develop staff and pupils' AI literacy and skills
- Prepare staff and pupils for a future in which AI technology will be integral
- Promote equity in education by using AI to address learning gaps and provide personalised support
- Improve and streamline Trust and school operations to minimise cost and maximise efficiency
- Embed data protection by design into our culture and processes which take account of the technical complexities of AI systems.

The Trust recognises that the technology is rapidly evolving and is committed to remaining at the forefront of developments and adapting our ways of teaching and working as necessary. We recognise the leadership in the education sector provided by the Department for Education and the guidance set out in the department's Statement on Generative Artificial Intelligence in Education.

This AI policy has been shaped by this guidance. Hence, as this guidance and the technology changes, this policy will be reviewed and updated where appropriate.

Regardless of technical advances, all users of AI in education will be expected to comply with the laws, regulations, policies and guidelines applicable to Keeping Children Safe in Education (KCSIE), protecting intellectual property and copyright, and data protection including the UK GDPR and the Information Commissioner's Guidance on AI and Data Protection.

By combining the benefits of AI technology with professionals' expertise, experience, and professional judgement, we can create a safe, collaborative and effective educational environment that maximises the benefits of both human and AI capabilities.

Scope

This policy applies to the Bath & Wells Diocesan Academies Trust and its schools, including all staff (including temporary), consultants, volunteers, and pupils. It covers the acquisition, deployment and use of AI technologies across teaching, learning, administration, and operational processes.

The Trust recognises that staff-facing use of AI, classroom-demonstrated use, and pupil use of AI present different levels of risk and therefore require different levels of supervision, approval and control.

Trust Commitments and Governance

The Trust will:

• Define clear roles and responsibilities for AI implementation and monitoring
• Maintain a Trust-wide AI Tool Inventory listing approved tools, risk ratings and intended use
• Require completion of a Data Protection Impact Assessment (DPIA) where AI processes personal data
• Require an AI Risk Assessment before adopting any AI tool or system which will evaluate:
o Data Protection & GDPR Compliance
o Safeguarding and Age Appropriateness
o Accuracy and Reliability
o Bias and Fairness
o Cybersecurity and Technical Resilience
o Curriculum Alignment and Educational Value
• Ensure all AI use aligns with safeguarding, equality, and data protection principles
• Conduct annual AI audits reviewing use, incidents and risk management outcomes

The Trust will designate a senior leader with responsibility for AI oversight and governance.
At school level, Headteachers will be accountable for ensuring compliance with this policy and for escalating any concerns or incidents in line with safeguarding and data protection procedures.

Approved Use of AI Tools

All AI tools used within the Trust must be:

• Approved through the Trust's AI Risk Assessment process (Appendix B)
• Listed on the Trust's AI Tool Inventory
• Compliant with UK GDPR and safeguarding requirements
• Reviewed annually to ensure continued safety and suitability

AI tools must be used only for the purposes for which they have been approved.

Permitted, Restricted and Prohibited Uses of AI

AI tools may be used to support teaching, learning, planning, administration and operational efficiency where this use is transparent, ethical and approved.

AI tools must not be used to:

- Replace professional judgement in safeguarding, pastoral or behavioural matters
- Make or automate safeguarding decisions
- Generate statutory assessment outcomes or final judgements
- Create pupil work that is presented as the pupil's own
- Process personal or special category data without appropriate approvals and DPIA
- Provide unsupervised or unrestricted access to pupils
- Replace meaningful human interaction in teaching, pastoral care or safeguarding contexts

Pupil Use of AI

The Trust recognises that pupils, particularly of primary age, require clear boundaries and strong supervision when engaging with AI technologies.

Pupil use of AI will:

- Be age-appropriate, supervised and purposeful
- Be directed by staff and linked to clear learning objectives
- Not require pupils to create individual accounts unless expressly approved
- Not involve pupils entering personal data
- Focus on developing understanding, creativity and critical thinking rather than replacing independent thought

Safeguarding, Accuracy and Accountability

AI systems may generate inaccurate, biased, misleading or inappropriate outputs. Staff must critically evaluate all AI-generated content before use.

AI systems do not hold authority or responsibility.
All decisions, actions and judgements informed by AI remain the responsibility of the relevant member of staff.

Any safeguarding, data protection or wellbeing concerns arising from AI use must be reported immediately using established Trust procedures.

Trust Alignment

This policy supports Pledge 1 of the Trust's Strategic Plan:

"High-quality and inclusive education that ensures excellent outcomes for all children."

This policy also supports the delivery of Health & Safety/Estates Priority 3 in our Trust Strategic Plan:

"Raise and maintain awareness of the increasing risks and threats to our pupils physically and digitally, ensuring all our schools provide immediate help, support and interventions to keep them safe."

By embedding responsible AI use, the Trust ensures innovation enhances teaching, learning and staff wellbeing in line with its Christian ethos and strategic vision.

Other Related Policies and National Guidance

This policy should be read in conjunction with the following Trust policies:

- Child Protection and Safeguarding Policy
- Data Protection Policy
- Staff Codes of Conduct
- Behaviour Policy
- Online Safety Policy
- Acceptable Use Agreements
- Curriculum-related policies

This policy has been informed by national guidance, including:

- Department for Education – Generative Artificial Intelligence in Education (2025)
- Keeping Children Safe in Education (KCSIE, 2025)
- UK GDPR and Data Protection Act 2018
- DfE Product Safety Expectations (2025)
- SWGfL Artificial Intelligence in Schools Policy Guidance (2025)
- National AI Strategy and AI Roadmap (GOV.UK)

Monitoring and Review

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This policy is owned by the Trust Wide IT Lead and will be subject to review by the Senior Leadership Team every two years and additionally in response to significant technological, safeguarding or regulatory developments.

As part of a two-yearly review, the Trust Wide IT Lead will provide a report to the Senior Leadership Team on the impact of the policy, including identified risks, incidents, mitigations and emerging best practice.