

Burstwick Community
Primary School



Branching Out
Into The Community

BURSTWICK COMMUNITY PRIMARY SCHOOL

ARTIFICIAL INTELLIGENCE (AI) POLICY

“BURSTWICK: Small School. Big Hearts. Where Learning Comes Alive.”

At Burstwick Community Primary School, our children thrive, develop and master their independence and confidence in a busy and enthusiastic learning environment.

Within our school, our children have a strong voice, feel cared for, supported and are part of the Burstwick family.

At Burstwick Community Primary School, we live by our core values. These values support the development of the whole child as a reflective learner within an enthusiastic and focused atmosphere.

CORE VALUES: *Believers, Unique, Resilient, Safe, Tolerant, Worthy, Independent, Creative, Kind-hearted.*

We are BURSTWICK!

Aims

At Burstwick Community Primary school, we are committed to ensuring that pupils learn in a supportive, caring and safe environment without fear. The purpose of this policy is to ensure the safe, responsible, and effective use of Artificial Intelligence (AI) tools within [School Name], in line with our safeguarding responsibilities under Keeping Children Safe in Education (KCSiE) 2026. This includes the use of AI by staff, students, and visitors on school devices or during school activities.

This policy applies to:

- All teaching and non-teaching staff
- Students
- Volunteers, contractors, and visitors
- All AI technologies used on school devices, networks, or in school-related activities

AI in this policy refers to software, applications, or systems that simulate human intelligence, such as generative text tools, chatbots, automated content analysis, and learning support platforms.

Burstwick Community Primary School recognises the potential benefits of AI to enhance learning, teaching, and administrative processes. However, we acknowledge the risks related to safeguarding, data privacy, misinformation, and digital wellbeing. AI must be used responsibly and ethically, prioritising the safety and protection of children.

Principles for Safe AI Use

Safeguarding - All AI use must comply with KCSiE 2026, including safeguarding responsibilities outlined in Part 1 (safeguarding information for all staff) and Annex A (safeguarding considerations for online platforms). - Staff must remain vigilant for any content or interactions generated by AI that may be inappropriate, biased, or unsafe for children. - Any safeguarding concerns arising from AI use must be reported immediately to the Designated Safeguarding Lead (DSL).

Responsible Use - AI must not be used to replace professional judgement, especially in decisions affecting the wellbeing of children. - Staff should critically evaluate AI outputs and ensure accuracy before sharing with students. - Students will be guided on the ethical and responsible use of AI, including understanding bias, accuracy, and safe interaction.

Privacy and Data Protection - AI systems must comply with UK GDPR, Data Protection Act 2018, and school data protection policies. - Personal data of students and staff must never be input into AI tools without explicit consent and appropriate safeguarding measures. - AI vendors must be reviewed to ensure their compliance with child data protection standards.

Educational Use - AI may be used to support learning, such as: - Generating differentiated learning resources - Assisting with literacy and numeracy activities - Providing practice exercises or explanations - AI use must always be supervised by staff, especially for students in Key Stage 1 and 2.

Staff Responsibilities

- Undertake training in the safe and responsible use of AI.
- Monitor student use of AI and guide digital citizenship.
- Report concerns about AI outputs or interactions that could impact safeguarding.

Student Responsibilities

- Use AI tools only for learning tasks, under teacher supervision.
- Do not share personal information or other students' information with AI tools.
- Report anything concerning generated by AI to a teacher immediately.

References

- Keeping Children Safe in Education (KCSiE) 2026:
 - Part 1 – Safeguarding information for all staff
 - Annex A – Online safety and safeguarding considerations
- UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018
- National guidance on digital and AI safety in schools

Safeguarding

The school is committed to safeguarding and promoting the welfare of all children and staff. We expect all staff and volunteers to share this commitment. Through the construction and writing of policies, we share our commitment; and through our curriculum provision, safeguarding is taught both explicitly (directly) and implicitly (indirectly).

We believe that all children have the right to learn in a supportive, caring and safe environment, which includes the right to protection from all types of abuse. Staff are vigilant for signs of any child in distress and we are confident about applying our safeguarding procedures to avert and alleviate any problems.

Monitoring and Review

Burstwick Community Primary School's Artificial Intelligence (AI) Policy is monitored regularly by the Headteacher and DSL, who will review AI use regularly to ensure compliance with safeguarding standards, alongside the Senior Leadership Team (SLT), who report to the governors about its implementation and effectiveness. Governors are kept informed via the termly Headteacher Report to Governors.

This policy will be reviewed at least annually and in line with updated government guidance, or in response to significant changes in AI technologies or guidance in KCSiE, and implemented with immediate effect. This will be communicated to all staff and Governors.

This policy also needs to be read in conjunction with the following policies:

-  Safeguarding Policy
-  SEND Policy
-  E-safety Policy

Date agreed: September 2026

Date to be reviewed: August 2027 or as guidance is issued from the Department for Education (DfE), Keeping Children Safe in Education (KCSiE) 2026 and/or Local Authority (LA).

Approved	Name	Signature	Date
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Chair of Governors	<i>Mr Andrew Johnson</i>		
Headteacher	<i>Mr Ian Cutts</i>		