



AI Policy

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This Policy will be reviewed by the Trust every year. Next review date:	July 2027

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1. Introduction

Legal Framework

This policy adheres to relevant legislation and statutory guidance, including:

- Data Protection Act 2018
- UK GDPR
- Keeping Children Safe in Education (KCSIE) (Current Statutory Version)
- DfE Guidance on Generative Artificial Intelligence in Education
- DfE Technical Standards for Filtering and Monitoring
- Joint Council for Qualifications (JCQ) AI Use in Assessments Guidance

It aligns fully with Trust policies on online safety, cybersecurity, safeguarding, and data protection.

Statement of Intent

Epping Forest Schools Partnership Trust recognises AI's potential to support our teachers' basic workload and enhance education, but deeply acknowledges the risks of inaccuracy, algorithmic bias, and misuse. The policy aims for effective, safe, and accountable AI use across our educational ecosystem.

Key Principles

- **Alignment:** Supports curriculum objectives.
- **Fairness & Equality:** No discrimination. The Trust will actively evaluate AI platforms to ensure they do not introduce systemic bias, ensuring compliance with the Public Sector Equality Duty (PSED).
- **Explainability:** Where appropriate, pupils understand AI functions and limitations.
- **Accuracy:** Reliable content for students.
- **Accountability:** AI output should always be monitored. The ultimate responsibility for the appropriateness and quality of any document or output remains with the human professional, not the AI tool.

Purpose

The Trust aims to use AI tools to:

- Enhance personalised learning.
- Support the reduction of teacher workload.
- Prepare pupils for an AI-integrated future.
- Ensure that 'human-in-the-loop' is the mindset when using AI tools - this is where humans actively participate in a system's training, supervision, or decision-making processes.

2. Using AI Tools

AI will:

- Support in reducing teachers' recurring tasks.
- Support administrative tasks and curriculum delivery.
- Teach pupils about safe technology use and online safety.

Staff must always verify AI-generated content for accuracy and appropriateness.

Implementation

- Staff training on safe and effective AI use.

- Monitoring compliance with Trust policy.
- Regular, agile policy reviews to keep pace with technological advancements.

3. AI & Supporting Your Professional Role

Epping Forest Schools Partnership Trust approves the use of AI in supporting staff in their roles. Where AI is utilised, it must be used alongside professional judgement; staff must never rely on the sole outcome that the platform presents. Relevant training will be provided to ensure quality and accuracy are maintained.

- **Lesson Planning & Resources:** Teachers can use AI for lesson planning as a starting point, ensuring modifications are made based on student needs alongside the teacher's experience, knowledge, and judgement.
- **Human-in-the-Loop:** This approach must always be applied. All usage of AI must be verified, proofread, and cross-checked by staff before using the output. The quality and accuracy of final documents remain the absolute responsibility of the professional and the Trust.
- **Report Writing:** The Trust accepts that staff will use AI to support report writing; however, staff must check, proofread, and use professional judgement to ensure that the outcome is personalised, strictly accurate, and contains no data anomalies.
- **Personalised Learning:** AI will enable tailored learning experiences and adaptive assessments to identify students' strengths and weaknesses.
- **AI Assessment & Feedback:** AI tools may provide instant feedback or support gap analysis while maintaining a strict balance with traditional, human-led monitoring methods.
- **Feedback and Review:** Regular feedback sessions will be held to refine AI integration across the Trust.

4. Teaching & Learning AI

Pupils should learn about AI through targeted online safety sessions. Lessons will specifically cover AI's risks, misinformation, hallucinations, and digital citizenship from an online safety perspective.

- **Age Policies:** Staff must strictly adhere to AI platforms' age policies (usually 13+). Guided teacher use where needed must be the default method for using AI in the classroom, utilizing only approved platforms.
- **Approved Student Tools:** Canva & Gemini through Google Classroom is available to use with pupils of all ages under explicit staff supervision. However, for best practice, teachers should use this alongside tools such as Class Tools.

4.1 AI in Assessment

Staff are encouraged to use digital tools to support assessment, including:

- Marking assessments via approved digital tools.
- Supporting data-driven gap analysis.
- Providing next-step or pedagogical suggestions based on student outcomes.

Academic Integrity Policy:

- Pupils should not use AI tools in formal or raw assessments.
- In our primary schools, staff (particularly in Year 6) must ensure that pupils using AI to support their feedback will not be able to include this work in any statutory moderation or formal judgements on the pupils' outcomes.

- Staff must closely align classroom and homework tracking with the Joint Council for Qualifications (JCQ) guidelines to effectively prevent, identify, and handle potential AI-related malpractice or plagiarism.

5. Data Protection, Cybersecurity, and Intellectual Property

AI tool use must completely comply with data protection and cybersecurity policies.

5.1 Data Privacy & Personal Identifiable Information (PII)

- No personal data, student records, or special category information may be input into open-access or unapproved generative AI tools under any circumstances.
- Staff will be continuously updated on the specific AI software accessible via their staff accounts. Before using any new AI tool, staff must check its compliance and review it with the central Trust team.

5.2 Intellectual Property and Copyright Compliance

- Staff must recognise that many free-to-access generative AI tools use inputted text, prompts, and media to train their underlying models and are therefore prohibited for use.
- The Trust strictly prohibits inputting original student work (such as essays, homework, or drawings) or proprietary staff resources (such as original lesson plans) into unauthorised or free-tier AI tools unless explicit permission from the copyright owner (or parent/guardian if a minor) has been obtained.
- Staff must guard against secondary infringement by ensuring that AI-generated assets (e.g., images or text) published on Trust websites or public channels do not infringe upon third-party copyrights.

6. Misuse of AI Tools

Policies are firmly in place to address the misuse of technology, with disciplinary actions up to and including code-of-conduct procedures for repeated or severe offences. Education on responsible, safe, and ethical AI use will be provided systematically to both staff and pupils.

- **Cybersecurity Awareness:** Staff must remain highly vigilant against the increased sophistication of AI-generated social engineering. This includes the risk of threat actors or students using generative AI to construct highly credible scam/phishing emails or communications masquerading as official Trust or school notifications.

7. Safeguarding

The Trust will implement robust technological and administrative measures to prevent exposure to harmful, inappropriate, or biased AI-generated content.

- **Filtering and Monitoring:** Online safety and AI risk assessments are fully integrated into our safeguarding procedures. The Trust's IT infrastructure aligns with the DfE Filtering and Monitoring Standards to actively capture, log, and restrict exposure to unsafe AI deployments or malicious AI content streams.

8. Selection of AI Tools

EFSPT and its staff will evaluate AI tools for safety, pedagogical suitability, and systemic compatibility before use. Direct approval is required from the Trust Central Team, Headteacher, or Data Protection Officer (DPO) before any rollout.

Approved AI tools by the Trust:

- Canva

- Gemini
- Brisk
- Magma Maths

Compliance Framework:

- Data Protection Impact Assessments (DPIAs) must be in place for all AI programs adopted by the Trust.
- Where an AI platform is proposed but not yet formally approved by the Trust, the project lead is required to complete a comprehensive DPIA.
- Where staff interact with external AI platforms not officially approved by the Trust, staff must not:
 - Use their corporate or school work accounts to sign in.
 - Share any third-person personal information, student logs, or proprietary data with the platform.
- Failure to adhere to these boundaries will be treated as a direct breach of the staff Code of Conduct and a critical data breach, both of which will result in formal disciplinary action.

9. Monitoring and Review

The policy will be reviewed every year, or sooner if necessary, with updates communicated to the Trust community.

Inspection Frameworks: The Trust maintains rigorous audit trails and assurance processes regarding AI adoption. This ensures readiness for external inspections (including Ofsted), demonstrating that the Trust actively monitors and mitigates data protection, safeguarding, and bias risks associated with any deployed AI application.

10. Roles and Responsibilities

The Governing Board, Board of Trustees, Headteachers, DPO, and technology/IT staff have distinct, coordinated responsibilities for AI oversight, infrastructure implementation, staff training, and absolute compliance with statutory standards.

The Trust remains fundamentally committed to the responsible, innovative, and ethically secure use of AI to enhance educational outcomes and reduce systemic teacher workload.