

Greenshaw Learning Trust

Artificial Intelligence

Policy

GLT ARTIFICIAL INTELLIGENCE POLICY

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GLT ARTIFICIAL INTELLIGENCE POLICY

PART A

Application

The Greenshaw Learning Trust, including all the schools, their Trustees, governors and staff, must abide by this GLT AI policy.

This policy is subject to the Trust's Scheme of Delegation for Governance Functions. If there is any ambiguity or conflict then the Scheme of Delegation and any specific alteration or restriction to the Scheme approved by the Board of Trustees takes precedence.

In implementing this policy the governing body, Headteacher and school staff, and Trust Shared Service staff, must take account of any advice or instruction given to them by the GLT CEO or Board of Trustees.

If there is any question or doubt about the interpretation or implementation of this policy, the GLT CEO should be consulted.

Approval and review

- Maintenance of this policy is the responsibility of the GLT CEO.
- This policy was approved by the Board of Trustees on: February 2026
- This policy is due for review by: February 2027 (annually)

In this policy references to the Greenshaw Learning Trust will be read as including the Trust Shared Service and all schools in the Greenshaw Learning Trust. References to a school in the Trust should also be read as the Trust Shared Service for services, functions and members of staff of the Trust that are not contained within a school budget and/or are not the responsibility of a Headteacher and/or Governing Body. With respect to the Trust Shared Service, references to the responsibilities of the Headteacher and Governing Body should be read as the GLT CEO and the Board of Trustees respectively.

Responsibilities

It is the responsibility of the governing body and Headteacher of each school, and the Board of Trustees and GLT CEO for the Trust Shared Service, to ensure that their school/service and its staff adhere to this GLT AI Policy.

Associated policies and procedures

This Policy should be read in conjunction with the:

- GLT Information, Data and Cyber Security Policy and Procedures
- GLT and School Safeguarding Policy

and is compliant with:

- Keeping Children Safe in Education (KCSIE) 2025
- DfE Generative AI: Product Safety Standards (Updated Jan 2026)
- UK GDPR and Data Protection Act 2018
- JCQ Guidance on AI in Assessments 2024

PART B

Introduction

The use of AI is transforming the way individuals are working. Informed and responsible use of AI has the potential to increase efficiency and educational outcomes and improve decision making.

With these benefits come potential risks, including safeguarding risk (such as exposure to inappropriate content, cyberbullying, or exploitation through misuse of the technology), data protection breaches, the protection of confidential information, ethical considerations, and compliance with wider legal obligations.

We permit the informed and responsible use of authorised AI applications for carrying out specific and authorised tasks. This policy must be complied with when using AI to carry out such tasks.

The purpose of this policy is to set out our rules on the use of AI in our schools, and how it should be adopted by staff and pupils to ensure we maximise the benefits of AI while minimising any risks or concerns.

Where personal data is used with AI applications, a data protection impact assessment ('DPIA') must be carried out or updated to ensure transparency in how AI will be used and what mitigating steps have been taken to reduce any potential risk of harm to pupils, staff and any other data subjects whose data might be shared with the authorised systems.

In line with GLT and School Safeguarding Policies, the Headteacher must ensure that the school's filtering and monitoring systems are explicitly configured to manage technologies using generative AI. Systems must be able to detect and alert designated supervisors to safeguarding disclosures made to AI tools, signs of distress (e.g., references to self-harm or crisis), and attempts to access harmful AI-generated content in real-time.

Pupil Use of AI

GLT permits and encourages the responsible use of Google Gemini by pupils to enhance learning, foster digital literacy, and prepare for a future workforce where AI is an essential tool. In line with the Department for Education (DfE) guidance on generative AI in education, we recognise that when used safely and effectively, AI can provide personalised support, interactive tutoring, and high-quality feedback that accelerates pupil progress. Our choice of Google Gemini (via the Google Workspace for Education license) ensures compliance with the DfE's Generative AI: Product Safety Standards (2025/26), this includes the need for additional safety features to be built in, and for the AI model not to train on prompts or uploaded materials.

All staff should be aware of how their school permits limited pupil usage of AI applications. It is important to monitor pupil usage whilst in class and for homework to ensure compliance with this policy.

Reference to AI should be included in the school's Acceptable Use Statement to ensure appropriate usage of AI and pupils should be reminded of the permitted usage along with an outline of what classes as AI misuse. Pupils in GLT schools will be taught AI Literacy as part of a knowledge-rich curriculum.

GLT schools may permit pupil usage of AI in the following circumstances:

- (a) As a research tool
- (b) Idea generation for projects
- (c) Revision aids
- (d) Development of critical thinking skills

Examples of AI misuse include, but are not limited to, the following:

- Copying or paraphrasing whole responses of AI-generated content
- Using AI to complete parts of an assessment or homework so that the work does not reflect the pupil's own work, analysis, evaluation or calculations
- Failing to acknowledge use of AI tools when they have been used as a source of information
- Incomplete or poor acknowledgement of AI tools
- Submitting work with intentionally incomplete or misleading references

Assessments

AI tools are strictly prohibited during formal examinations and any assessment where exam rules apply. When using AI for permitted research in assessments, pupils must retain a copy of the question(s) and the computer-generated content in a non-editable format (such as a screenshot). This must be submitted alongside the work for authentication purposes.

To support the Joint Council of Qualifications (JCQ) guidance on the use of AI, any member of staff must investigate any concerns with regard to pupils' external assessment (non-examination assessments) components and must not accept work which is not the candidate's own.

Staff Use of AI

GLT staff may access the following AI applications for business purposes;

- Bromcom
- Google Gemini

GLT provides access to Google Gemini as our primary and preferred generative AI tool for staff and pupils. This tool is classified as a "Core Service" within our Google Workspace for Education domain. Unlike standard consumer AI platforms, the educational version of Gemini is subject to strict enterprise-grade data handling terms that align with UK GDPR and Data Protection Act 2018 requirements. Google Gemini for Education is also specifically designed to meet the DfE Generative AI Product Safety Expectations 2025/26.

1. Data Privacy and Security Standards

- **No Model Training:** Data inputted into Gemini (including prompts and uploaded files) is not used to train or improve Google's underlying large language models (LLMs).
- **Human Oversight Privacy:** Interactions with Gemini are strictly private; they are never reviewed by human moderators at Google.
- **Domain Isolation:** All prompts and generated content remain within the school's internal organisation and are not shared with other users or external organisations.

2. Compliance and Safeguarding

- Statutory Compliance: Use of Gemini via our education license supports our compliance with industry-standard privacy regulations.
- Monitoring and Filtering: All interactions with Gemini are subject to the school's filtering and monitoring systems in line with Keeping Children Safe in Education (KCSIE) standards.
- Core Service Status: As a core service, Gemini receives the same level of technical support and security infrastructure as Gmail and Google Docs.

3. Requirement for Use

To maintain these protections, all users must log in to Gemini using their official school credentials. Staff and pupils are prohibited from using personal (consumer) Google accounts for school-related AI tasks, as these accounts do not provide the same level of data security and may use inputted data for model training.

Other AI applications may be considered for staff use where the above applications do not offer the desired functionality. Should a school or Shared Service colleague wish to use another AI application not listed, they **must** contact the GLT Data Protection Officer, to complete a Data Protection Impact Assessment, to obtain permission to do so. Colleagues are NOT allowed to use any new software without prior permission from the Head of IT and the Data Protection Officer.

All information and the quality of any resources produced by AI must be checked thoroughly and it is the staff members' professional responsibility to do so prior to using in a live environment, such as a classroom. These resources should be considered a starting point, rather than a finalised version.

Staff are encouraged to share their experience and feedback on the tools, both within school and across GLT to ensure that processes continue to be refined.

All staff and governors are required to participate in routine data protection training, which includes best practices in handling and interacting with AI platforms.

We reserve the right to monitor all content on any AI applications used for business purposes. This will only be carried out by the Trust to comply with a legal obligation or for our legitimate business purposes.

Monitoring

AI technologies and regulations evolve rapidly. GLT will regularly review its AI policy, assess risks, and gather feedback to maintain compliance and best practices.

- This policy will be reviewed annually in line with updates to DfE, KCSIE, and JCQ guidance.
- DPIA risk assessments will be conducted before any new AI tool is introduced.
- Feedback will be sought from staff and pupils on AI's impact in education