



Use of Artificial Intelligence

Endeavour Multi Academy Trust

DOCUMENT CONTROL		
Approved for operation within	All Endeavour Multi Academy Trust Schools	
Version number	V1	
Consulted on with recognised trade unions	N/A	
Reviewed by	Audit & Risk Committee	
Recommended to Full Trust Board by	Policy Oversight Committee	
Date approved by the Trust Board	15 December 2025	
Risk Register Item Number	N/A	
Review Period	Annual	
Next Review Date	Autumn 2026	
Policy status	Non-statutory	
Location published	External	
Owner	Executive Board	
DOCUMENT HISTORY		
DOCUMENT HISTORY DATE	DOCUMENT VERSION	DOCUMENT HISTORY
September 2025	V1.0	New policy drafting

Use of Artificial Intelligence (AI) Policy

Endeavour Multi Academy Trust

1. Aims and Scope

At Endeavour Multi Academy Trust, we understand the valuable potential that artificial intelligence (AI), including generative AI, holds for schools. It can enhance pedagogical methods, customise learning experiences, improve staff efficiency and progress educational innovation.

We also acknowledge the risks posed by AI, including data protection breaches, copyright issues, ethical complications, safeguarding concerns and compliance with legal obligations. This policy sets guidelines for the ethical, secure and responsible use of AI technologies across our school communities.

If used safely, effectively and with the right infrastructure in place, AI can ensure that every child and young person, regardless of their background, is able to achieve at school and develop the knowledge and skills they need for life. AI must be used in a safe, ethical, and responsible manner, ensuring compliance with safeguarding, data protection, and academic integrity principles.

This policy applies to all staff, trustees, school governors and pupils. It covers generative AI tools such as ChatGPT, Gemini, Claude, Copilot, and other similar platforms.

It aims to:

- Support AI to enhance teaching and learning
- Reduce staff workload and improve operational efficiency
- Prepare all stakeholders for an AI-integrated future
- Promote equity by addressing learning gaps
- Ensure ethical, secure, and legally compliant use of AI

1.1

Definitions This policy refers to both 'open' and 'closed' generative AI tools. These are defined as follows.

Open generative AI tools are accessible and modifiable by anyone. They may store, share or learn from the information entered into them, including personal or sensitive information. These include: ChatGPT (Free or Plus versions via openai.com), Google Gemini (formerly Bard), DeepSeek, Claude (Anthropic – public versions) and Copilot in Edge (consumer version).

Closed generative AI tools are generally more secure, as external parties cannot access the data you input. For example: ChatGPT Team or ChatGPT Enterprise, Microsoft Copilot (via Office 365 tenancy), TeachMateAI (if used within school domain), Oak National AI Lesson Planner and Robin AI for policy compliance checks.

2. Legislation

This policy reflects relevant statutory requirements, good practice guidance, and government policy, including:

- **UK General Data Protection Regulation (UK GDPR)**
- **Data Protection Act 2018 (DPA 2018)**
- **The Data Protection, Privacy and Electronic Communications (Amendments etc) (EU Exit) Regulations 2020**
- **Keeping Children Safe in Education (KCSIE) 2024**
- **DfE Guidance on Generative AI in Education (2025)**
- **AI Regulation White Paper** (Department for Science, Innovation and Technology)
- **JCQ Guidance on AI in Assessments (2025)**

3. Regulatory Principles

Endeavour Multi Academy Trust follows the 5 principles for AI use as outlined in the government's *AI Regulation White Paper*. These principles guide our decision-making and ensure responsible innovation.

Principle	Application at Endeavour MAT
Safety, security and robustness	Ensure AI tools are safe and secure; protect user data; identify and rectify errors or bias; prevent cyber threats
Appropriate transparency and explainability	Be open about when and how AI is used; ensure users understand and can explain outputs generated by AI
Fairness	Use AI in an equitable and ethical manner; monitor for bias, particularly concerning protected characteristics
Accountability and governance	Assign clear responsibilities for AI oversight to Trust leaders, DPOs, DSLs, IT Leads and/or AI Champions.
Contestability and redress	Allow users to challenge or override AI suggestions; provide mechanisms to raise and resolve AI-related concerns

4. Roles and Responsibilities

4.1 AI Lead

The designated Trust-level AI Lead is responsible for the strategic and operational oversight of AI use across the Trust. This includes evaluating risks, ensuring compliance, supporting school leaders, and coordinating AI training.

4.2 Trust Board

The Board of Trustees will:

- Take strategic responsibility for this policy
- Ensure senior leaders are supported and held accountable for safe and ethical AI use
- Use only approved AI tools
- Never input personal/sensitive data into open AI tools
- Reference the use of generative AI where relevant

4.3 Chief Executive Officer / Executive Team

They will:

- Review this policy annually (or as needed)
- Approve new AI tools following risk and compliance review
- Ensure central support for school leaders using AI

4.4 Headteachers / School Leaders

They will:

- Manage day-to-day AI use within their school
- Liaise with the DPO and DSL for legal and safeguarding compliance
- Train staff and inform pupils about safe AI practices
- Approve AI tools used in school, ensuring Data Protection Impact Assessments (DPIAs) are completed

4.5 Data Protection Officer (DPO)

The DPO is responsible for:

- Advising on GDPR compliance
- Overseeing DPIAs for AI tools
- Supporting schools in risk mitigation

4.6 Designated Safeguarding Lead (DSL)

The DSL will:

- Monitor AI-related safeguarding risks (e.g., deepfakes, impersonation, grooming)
- Ensure AI risks are included in safeguarding training
- Act on any safeguarding incident involving AI immediately

4.7 All Staff

Staff are expected to:

- Use only approved AI tools
- Never enter personal/sensitive data into generative AI
- Attribute AI-assisted content
- Verify and fact-check AI outputs
- Model ethical AI use and guide pupils in critical evaluation of AI

4.8 Pupils

Pupils must:

- Follow the Trust's rules on ethical AI use
- Never use AI to generate inappropriate, offensive or plagiarised content
- Attribute AI use in homework or research

5. Safeguarding and Online Safety

5.1 Preventing AI-Generated Harm

The Trust ensures:

- Filtering and monitoring systems detect AI-generated threats (per DfE standards)
- Staff and pupils receive training on deepfakes, misinformation, and impersonation
- Any AI misuse that risks pupil safety is treated as a safeguarding issue

5.2 Reporting and Referral

If AI use results in safeguarding concerns (e.g., harassment, exploitation, grooming, or explicit material), it must be reported to the DSL immediately. The Child Protection Policy and referral procedures apply.

5.3 AI and Cybersecurity

Staff must understand that:

- AI tools may process data in jurisdictions with lower data protection standards
- All inputs should be considered potentially public
- Cybersecurity threats (e.g., phishing) must be reported to IT support immediately

5.4 Data Protection Impact Assessments (DPIAs)

DPIAs must be conducted for any AI system processing personal data, assessing risks such as:

- Automated decision-making
- Large-scale processing
- Use of sensitive data
- DPIAs are centrally recorded and reviewed regularly.

5.5 Transparency in Privacy Notices

Parents, pupils, and staff are informed via updated privacy notices, including:

- What AI tools are used and why
- Legal basis for data use
- Their rights, including to opt out of automated decision-making

5.6 Mitigating Function Creep

To prevent AI tools being used beyond their intended purpose:

- Use case limitations are defined in policy and contracts
- Access is restricted based on roles
- Use is monitored and audited quarterly

6. Use of AI by Staff, Trustees, and Governors

6.1 Approved Use of AI

AI should be used to support—**not replace**—professional judgement. Approved use includes:

- Drafting lesson plans or policies
- Creating assessment materials or communications
- Exploring workload reduction strategies
- Generating summaries of publicly available information

Staff and governors must:

- Only use **approved AI tools** (see Appendix)
- Fact-check and verify AI outputs
- Clearly **attribute AI-generated content**
- Never input personal, confidential or sensitive data into **open AI tools**

Examples of **approved tools**:

- Microsoft Copilot (within school tenancy)
- Oak National Academy AI Planner
- Robin Education
- TeachMateAI (within domain)
- Canva Shield (designs)
- ChatGPT, Gemini, DeepSeek (non-confidential drafting only)

6.2 Process for Approval

New AI tools or uses must be approved by the Headteacher (or Digital/AI Lead), with:

- A completed Data Protection Impact Assessment (DPIA)
- Consideration of safeguarding, privacy and ethical implications

6.3 Data Protection and Privacy

Breaches of data protection (e.g., uploading names, pupil work or records to unauthorised AI tools) will be treated as a **data breach** and referred to the DPO.

6.4 Intellectual Property

Pupils own their original work. It must **not** be uploaded to train AI systems unless appropriate consent is given or copyright exemptions apply. Staff should always check usage rights.

6.5 Bias

AI systems may reflect societal biases. Staff must:

- Critically evaluate AI outputs
- Attend training to spot bias
- Monitor any tool used to ensure fairness

6.6 Raising Concerns

Any concerns about fairness, misuse, or inaccuracy in AI use should be reported to:

- A senior leader or line manager (for staff)
- The Headteacher or Chair of Trustees (for governors)

6.7 Ethical and Responsible Use

AI must not be used to:

- Harass, impersonate or bully others
- Generate explicit, discriminatory or offensive content
- Circumvent academic honesty

7. Educating Pupils About AI

Pupils will be taught:

- How AI works and how it influences daily life
- The strengths and limitations of AI, such as bias
- Safe and ethical use of AI tools
- How to identify deepfakes or manipulated content
- The importance of referencing AI content, where appropriate

This will be delivered via computing, digital literacy, citizenship, and relevant subject curricula.

8. Use of AI by Pupils

Permitted use includes:

- Researching a topic
- Exploring AI as part of the curriculum
- Using teacher-approved tools for class learning

Prohibited use includes:

- Using AI to complete homework or coursework dishonestly
- Generating inappropriate or offensive content
- Using AI in assessments or exams (in breach of JCQ rules)
- Failing to reference AI where it has been used to support work

Unattributed AI use will be treated as **plagiarism** and handled via the school's behaviour and/or assessment policies.

9. Formal Assessments

Endeavour Multi Academy Trust will:

- Follow Joint Council for Qualifications (JCQ) guidance on AI and assessments
- Educate pupils on responsible use in coursework
- Require pupils to declare AI use when relevant
- Monitor for sudden changes in pupil performance (e.g., tone, vocabulary)

Misuse will be considered a **form of malpractice**.

10. Staff Training

The Trust is committed to ongoing AI professional development. This includes:

- Regular CPD sessions on effective AI use as required
- Safeguarding updates that cover AI risks
- Opportunities to explore new AI tools
- Guidance on ethical and secure AI use
- Sharing best practice across schools

Training will be coordinated by the central team in collaboration with school AI Leads and DSLs.

11. Breach of This Policy

11.1 By Staff

Breaches will be investigated under the Staff Code of Conduct. Disciplinary action may apply regardless of:

- Device used (personal or work)
- Location (home or school)
- Timing (in or outside working hours)

11.2 By Trustees or Governors

Misuse may result in removal from post following an internal investigation and decision by the Trust Board.

11.3 By Pupils

Breaches will be addressed under the school's Behaviour Policy and may involve the safeguarding team where needed.

12. Monitoring and Transparency

This policy is a live document. It will be updated:

- Following significant changes to AI technologies or risks
- Annually by the AI Lead

We will:

- Regularly audit AI tools in use across the Trust
- Share updates with pupils, staff and families
- Seek feedback on AI implementation through surveys and consultation

13. Links with Other Policies

This policy is linked to the following documents:

- Data Protection Policy
- Online Safety Policy
- Child Protection and Safeguarding Policy
- ICT Acceptable Use Policy
- Assessment Policy
- Exams Policy
- Homework Policy
- Behaviour Policy

- Staff Code of Conduct
- Equality Policy

Appendix: Approved AI Tools

Tool	User	Approved Uses
ChatGPT / Gemini / DeepSeek	Staff (open tools)	Drafting non-confidential content
Microsoft Copilot	Staff	Admin, planning, idea generation (school tenancy only)
Oak AI Planner	Teachers	Lesson planning
TeachMateAI	Teachers	Support for tasks in a school-managed domain
Robin AI	Leaders/Trustees	Policy compliance checks
Canva Shield	Staff	Creating visual content (e.g. posters, displays)
Socratic AI	Teachers	Generating formative quizzes and retrieval practice

 *No personal or sensitive data should be entered into open AI tools.*