



QUANTOCK

EDUCATION TRUST

AI Policy

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POSTHOLDER RESPONSIBLE: COO

TRUSTEES/GOVERNORS COMMITTEE: FO&A

AUDIENCE: Staff, Governors and visitors of Quantock Education Trust

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1. Purpose

The purpose of this policy is to set out clear expectations for the safe, ethical, and effective use of Artificial Intelligence (AI) across Quantock Education Trust (QET). To enhance education and support staff workload. It establishes the principles and standards that govern how AI tools should be used by staff, governors, trustees, and visitors to ensure consistency, safety, and professional accountability

This policy ensures that AI tools are used to support teaching, learning, and assessment, to improve administrative efficiency, and to enhance professional practice and workload management across the Trust. It also ensures that AI is used in a way that safeguards pupils and staff through responsible and secure data handling.

AI must always be used to support professional practice, and never replace, professional judgement and prioritises safeguarding, data protection and human oversight. Staff remain fully responsible for all decisions and outputs generated or supported by AI tools.

2. Scope

This policy applies to all individuals working within or on behalf of the Quantock Education Trust. This includes:

- All QET staff (teaching and non-teaching)
- Trustees and governors
- Temporary staff, volunteers, and visitors
- All school settings within the Trust (primary and secondary phases)

The policy governs the use of all generative AI tools, including large language models, AI-enabled software platforms, and any systems or applications that incorporate embedded AI functionality within existing digital tools.

3. Definitions

Artificial Intelligence (AI): refers to computer systems designed to perform tasks that would typically require human intelligence. These tasks may include decision-making, pattern recognition, language understanding, and content generation.

Generative AI is a subset of AI that creates new content (e.g. text, images, audio, code) based on training data and user prompts.

Large Language Models (LLMs): are a form of generative AI that have been trained on extensive datasets to produce human-like written responses. These systems can answer questions, completing written tasks, generating creative or structured content, and responding to prompts in a conversational manner.

In addition to text-based outputs, generative AI systems may also produce other forms of content including audio, simulations, and video-based outputs.

4. Legal and Regulatory Framework

This policy is informed by a range of statutory guidance:

- Department for Education (DfE) guidance on Generative AI in Education
- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Keeping Children Safe in Education (KCSIE)
- School Online Safety policies
- Intellectual property and copyright law

All users of AI within the Trust are required to comply fully with these legal and regulatory frameworks. This includes ensuring that all AI use is consistent with safeguarding expectations and does not compromise the privacy, security, or rights of pupils, staff, or the Trust.

5. Policy Principles

The use of Artificial Intelligence within the Trust is governed by a set of core principles that must be always followed:

- **Safeguarding first:** Pupils' safety and wellbeing always take priority. The safety and wellbeing of pupils must never be compromised using AI technologies. Staff remain fully accountable for all AI-assisted outputs and decisions, and AI must never replace professional judgement or responsibility.
- **Human accountability:** Staff remain responsible for all AI-assisted outputs
- **Data protection:** No personal or sensitive data must be entered into public AI tools
- **Transparency:** Staff must be open about AI use when required
- **Professional judgement:** AI outputs must always be reviewed and validated by a competent professional before use
- **Ethical use:** AI must not be used in ways that introduce bias, harm, or misuse of data

6. Acceptable Use of AI

Staff may use AI tools to support:

6.1 Teaching and Learning

- Lesson planning and resource creation
- Differentiation and adaptation of materials
- Formative feedback support (with full staff review)
- Data-informed teaching strategies

6.2 Assessment

- Supporting marking of objective/fact-based assessments
- Generating draft feedback (any AI-generated feedback or marking must be carefully reviewed, edited, and verified by staff before being shared with pupils)
- Analysis of assessment data to identify trends and support informed teaching decisions

Only Secure AI tools can be used such as Microsoft Copilot using school log in details.

6.3 Administration

AI may also be used to support administrative tasks such as drafting documents, preparing communications, scheduling, workflow management, and analysing data. In all cases, staff remain responsible for ensuring the accuracy and appropriateness of any AI-generated material before it is used. All AI-generated content must be reviewed and adapted by a member of staff before use.

7. Prohibited Use of AI

The following uses are strictly prohibited in certain circumstances. Under no circumstance must it be used for:

- Inputting personal data relating to students or staff into public/open AI tools
- Uploading confidential or commercially sensitive Trust information
- Using AI as a substitute for professional judgement or safeguarding decisions
- Allowing AI to make final decisions about pupil assessment or placement
- Sharing student work or Trust intellectual property for AI training purposes without consent and legal basis
- Open AI such as ChatGPT should not be used as it is not secure and can be included in the scope of a subject access request and FOI request.

8. Data Protection and Security

All users must:

- Comply fully with UK GDPR and Trust data protection policies
- Not enter any personal, sensitive, or identifiable data into AI systems
- Ensure Data Protection Impact Assessments (DPIAs) are completed before introducing new AI systems that process personal data
- Report suspected data breaches or misuse immediately to the Data Protection Officer (DPO) or Senior Leadership Team (SLT)

Approved secure platforms (Microsoft Copilot, Google Workspace Gemini within organisational accounts) should be used where appropriate.

<https://learn.microsoft.com/en-us/copilot/microsoft-365/microsoft-365-copilot-privacy>

<https://cloud.google.com/privacy>

9. Primary and Secondary Provision

Primary Phase – AI may be used to:

- Support early literacy and numeracy planning
- Generate differentiated learning materials
- Assist with formative assessment

Secondary Phase – AI may be used to:

- Support subject-specific learning resources
- Assist with data analysis and tracking
- Support marking of objective assessments

Where AI is used for assessment, all outputs must be verified by teaching staff.

Guidance on the safe use of AI and protection from harmful or inappropriate content, including AI-generated content, can be found in the Department for Education’s guidance on teaching online safety in schools and in individual school online safety policies.

10. Safeguarding and Online Safety

All use of AI within the Trust must align with Trust safeguarding policies, Keeping Children Safe in Education (KCSIE), and relevant online safety guidance issued by the Department for Education.

Staff must remain vigilant to the risks associated with AI, including the potential for biased, inappropriate, or harmful content generation. Staff must also be aware of the risks associated with pupil misuse of AI tools and the potential exposure to unsafe or misleading content.

Any safeguarding concern arising from the use of AI must be reported immediately in accordance with Trust safeguarding procedures.

11. Governance and Oversight

The Senior Leadership Team and Trust leadership hold responsibility for overseeing the implementation and use of AI across the organisation. This includes ensuring that AI tools are used in compliance with this policy, that appropriate systems are approved prior to use, and that risks relating to safeguarding, data protection, and ethics are appropriately managed.

All AI systems that process personal data must undergo appropriate risk assessment and DPIA approval prior to use. Staff must ensure that AI tools are used responsibly, and that any decisions informed by AI are subject to human review and validation. AI should be used to enhance curriculum delivery and professional practice but must not replace human creativity or judgement.

12. Training and Professional Development

The Trust is committed to providing ongoing training to ensure staff:

- Understand AI capabilities and limitations
- Use AI tools safely and effectively
- Maintain awareness of safeguarding and data protection responsibilities
- Stay informed about emerging technologies

Staff are expected to engage in relevant CPD opportunities to ensure that their knowledge of AI tools and practices remain current in line with emerging technologies and educational developments.

13. Reporting and Incident Management

All users must report:

- Suspected misuse of AI
- Data breaches involving AI tools
- Inappropriate or unsafe AI-generated content

Reports must be made to the line manager, SLT, or Data Protection Officer without delay.

14. Consequence of Misuse

Misuse of AI may result in:

- Disciplinary, safeguarding and data protection procedures
- Breaches will be formally addressed

15. Monitoring and Review

This policy will be reviewed annually, or sooner where required due to changes in statutory guidance, legal requirements, or technological developments. The Trust will also ensure that the policy remains responsive to emerging risks and developments in the use of Artificial Intelligence in education.