CULCHETH HIGH SCHOOL

› THE BEST THAT WE CAN BE

AI in the Classroom Policy

Reviewer: Mr Lamble

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Ratified by the Curriculum and Standards Committee on 6th November 2026

Signed: Y. L. Brown.

(Yvonne Brown, Chair)

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› RESPECT
› HONESTY
› EXCELLENCE

Document History

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1 Statement of intent

1.1 At Culcheth High School, we recognise that the use of artificial intelligence (AI) can assist and enhance learning experiences for our students, positively affect teacher workload and prepare students for emerging technologies. While there are many benefits to using AI tools in the classroom, such as providing more personalised and adaptive tutoring, we must ensure that the content produced is accurate, safe and appropriate for our students.

1.2 Through the measures outlined in this policy, Culcheth High School aims to ensure that AI is used effectively, safely, and appropriately to enhance our students' education.

1.3 For the purposes of this policy, the following terms are defined as:

- AI - The theory and development of computer systems able to perform tasks normally requiring human intelligence, e.g. visual perception, speech recognition, decision-making.
- Generative AI - A category of AI models that generate new outputs based on the data they have been trained on and the user's prompt. These include, but are not limited to, ChatGPT, Google Gemini, Anthropic Claude, and other large language models.

2 Legal framework

2.1 This policy has due regard to all relevant legislation and guidance including, but not limited to, the following:

- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- DfE 'Keeping children safe in education 2025'
- DfE 'Using AI in education: support for school and college leaders' (June 2025)
- DfE 'Generative artificial intelligence in education'
- DfE 'Meeting digital and technology standards in schools and colleges'
- Ofsted 'Ofsted's approach to artificial intelligence (AI)'
- DfE 'Using technology in education'
- NCSC 'AI and cyber security: what you need to know'
- NCSC 'Machine learning principles'

2.2 This policy operates in conjunction with a number of other school policies which can be found on the school website. These include, but are not limited to, the following: Child Protection and Safeguarding Policy, Behaviour Management Policy, e-Safety Policy, Data Retention Policy, Cyber Response Policy, School Disciplinary Procedure and Disaster Recovery Plan for Culcheth High School.

3 Roles and responsibilities

3.1 The Governing Body will be responsible for:

- Ensuring that this policy is effective and complies with relevant laws and statutory guidance.
- Reviewing this policy on an annual basis.
- Ensuring their own knowledge of the use of AI tools in the school is up to date.
- Ensuring all staff undergo child protection and safeguarding training, including online safety, at induction and at regular intervals.
- Ensuring the school follows the DfE's digital and technology standards.
- Overseeing the budget allocation for AI tools, training, and infrastructure.
- Liaising with school leaders in understanding the selection process for which AI tools are most appropriately suitable for classroom use.
- Ensuring that the benefits of AI tools are evaluated against the risks before implementation.

3.2 The Headteacher or SLT member with responsibility for AI developments will:

- Ensure that staff receive regular, up-to-date training on how to use AI tools in school.
- Ensure that the use of AI tools in the school is integrated into relevant policies and procedures, the curriculum, and staff training.
- Lead the process in selecting, reviewing and approving which AI tools will be utilised in the classroom.
- Identify potential barriers to AI adoption and ensuring that teachers have the skills and infrastructure to further the use of AI in the classroom.
- Communicate with parents to ensure they are kept up to date with how AI tools are being used in the school, how this will impact students' education and how the school is ensuring the tools are being used safely and effectively.
- Listen and respond to any feedback and/or concerns raised by parents, students, or staff regarding the use of AI tools in the school.
- Work with the governing body to review and update this policy on an annual basis.
- Ensure that AI practices are audited and evaluated on a regular basis.
- Liaise with ICT technicians and subject leaders to review, approve or disapprove of suggested AI tools.
- Promote a culture of innovation while ensuring the ethical use of AI tools.
- Ensure that use of AI is formally adopted in the setting and that parameters are drawn around use by staff and students where use has not been explicitly approved.

3.3 ICT technicians will be responsible for:

- Providing technical support to teachers and subject leaders in the development and implementation of the school's AI practices.
- Reviewing the security of AI tools before they are implemented.
- Implementing appropriate cyber security measures.
- Keeping an up-to-date record of the AI tools being implemented by the school.
- Liaising with the Headteacher and subject leaders to review, approve or disapprove suggested AI tools.

- Regularly updating software and ensuring that AI tools are running the latest and safest versions.

3.4 The DPO will be responsible for:

- Keeping up-to-date and informed with AI technologies relevant to the school.
- Ensuring the privacy and protection of student data.
- Understanding and maintaining awareness of what the use of AI means for data protection in the school.
- Advising the school on how to integrate the use of AI while complying with data protection regulations.
- Establishing and regularly reviewing protocols for data storage, sharing, and disposal related to AI tools.
- Running periodic training sessions on data protection in the context of AI for the staff.

3.5 The DSL will be responsible for:

- Taking responsibility for online safety in school.
- Undertaking training so they understand the risks associated with using AI tools in school.
- Liaising with relevant members of staff on online safety matters.
- Maintaining records of reported online safety concerns relating to the use of AI tools, as well as the actions taken in response to concerns.
- Reporting to the Governing Body about the use of AI tools on a termly basis and how it links to safeguarding.
- Being a point of contact for teachers and subject leaders using AI in classrooms to discuss any safeguarding concerns or queries.
- Collaborating with external agencies to stay updated on the latest online threats related to AI.
- Organising awareness campaigns for students on the ethical and safe use of AI.
- Monitoring and addressing safeguarding risks associated with AI, including content that is dangerous, harmful, or inappropriate, in line with KCSIE 2026.

3.6 Subject leaders will be responsible for:

- Researching and identifying the most effective and appropriate AI tools for their subject's curriculum.
- Seeking approval from the Headteacher, Deputy Headteacher and ICT technicians for any AI tools they wish to use in their curriculum.
- Requesting support from ICT technicians with the implementation of AI tools where needed.
- Effectively integrating the use of AI tools into lesson plans.
- Familiarising themselves with the AI tools they are using in their lessons and ensuring that they have a basic understanding of the technology and the risks it poses.
- Assisting students to use and understand the chosen AI tools where necessary.
- Regularly sharing insights and feedback with other subject leaders to ensure cross-curricular coherence in AI tool use.

- Staying updated on global best practices in the use of AI tools in their specific subject.
- Using their professional judgement when using AI tools and ensuring all AI-generated content is checked for accuracy and appropriateness.

3.7 All staff members will be responsible for:

- Adhering to the Acceptable Use Agreement and other relevant policies.
- Ensuring the security of the AI tools and data they use or have access to.
- Modelling good online behaviours when using AI tools.
- Maintaining a professional level of conduct in their use of AI tools.
- Having an awareness of the risks that using AI tools in school poses.
- Understanding the ethical usage of AI in education.
- Reporting concerns in line with the school's reporting procedure.
- Where relevant to their role, ensuring that the safe and effective use of AI tools is embedded in their teaching of the curriculum.
- Familiarising themselves with any AI tools used by the school and the risks they pose.
- Providing feedback to ICT technicians the Deputy Headteacher and the Hheadteacher on the effectiveness of using AI tools.
- Participating in CPD related to AI.
- Encouraging students to critically assess and provide feedback on the AI tools being used.
- Only using AI tools that have been approved in their setting.

3.8 Students will be responsible for:

- Adhering to the Acceptable Use Agreement and other relevant school policies.
- Seeking help from the relevant school staff if they are concerned about an experience that they or a peer had while using AI tools.
- Seeking assistance from the classroom teacher in the use and understanding of AI tools, where necessary.
- Familiarising themselves with any AI tools used by the school and the risks they pose.
- Demonstrating responsibility and ethical behaviour while using AI tools, including not attempting to manipulate or misuse the tools.
- Sharing feedback with teachers regarding their experiences and suggestions for AI tools.

3.9 Parents will be responsible for:

- Staying informed about the AI tools their children are using in school.
- Collaborating with the school in ensuring safe and ethical use of AI tools at home.
- Attending training or information sessions organised by the school about AI tools.

4 Understanding and accessing AI

4.1 Culcheth High School will ensure that leaders and teachers are equipped with the knowledge and skills to use AI effectively in the classroom. Any barriers that are

identified in teachers' understanding of AI will be addressed through training to ensure that all teachers fully understand the most effective applicable use of AI in the classroom.

4.2 Culcheth High School will ensure that sufficient digital infrastructure is provided for all teachers to utilise AI. Any implementation of AI technology will be done with the assurance that the school's pre-existing digital systems are compatible with the AI platforms themselves to ensure accessibility and ease of use.

4.3 Culcheth High School will ensure that plans are in place to mitigate any risks associated with AI use, including technical failures, data breaches, or inappropriate content generation.

5 Using AI to plan lessons

5.1 Culcheth High School will ensure that AI tools are only used in lesson planning to achieve the following aims:

- To reduce workload
- To free up teachers' time
- To enhance students' education
- To provide students with more personalised and adaptive learning experiences

5.2 All subject leaders and teachers have the option to formulate lesson plans through the use of approved AI tools. Where AI tools are used in lesson planning, the quality and content of the final plan will be staff members' professional responsibility.

5.3 Staff will not assume that AI output will be comparable with a human-designed document that has been developed in the specific context of the school and will ensure that any classroom materials created via the assistance of AI tools are fact checked and undergo robust quality assurance. Staff must use their professional judgement at all times when using AI tools for lesson planning and resource creation.

5.4 All staff using AI tools for lesson planning will understand that plans created by AI tools should act as a starting point or guide rather than the finalised document. Staff will modify and enhance lesson plans in line with their students' specific needs, learning styles and the desired content for the lesson. All AI-generated lesson plans will be critically evaluated by the relevant teachers to ensure that they will be age-appropriate and beneficial to students' education.

5.5 Staff will ensure that, as a minimum, all lesson plans assisted by AI tools will follow Culcheth High School minimum operating systems around excellence statements, subject words, in-lesson adaptations, learning curriculum and departmental foci.

5.6 Staff will also be required to ensure that they understand intellectual property implications when using generative AI tools to plan lessons. Staff members will only use materials protected by copyright to train AI if there is permission from the copyright holder or if a statutory exception applies.

5.7 When using AI tools to produce a lesson plan, staff will ensure that they enter prompts that align with the curriculum.

5.8 Culcheth High School will offer regular training sessions and workshops on effectively integrating AI tools into lesson planning.

5.9 Teachers will be encouraged to share feedback on the AI tools they use, helping the school continuously refine its approach.

5.10 The effectiveness of AI tools in lesson planning will be reviewed termly to ensure their alignment with the school's educational objectives.

6 Using AI tools during lessons with students

6.1 Culcheth High School will use AI tools to deliver balanced, high-quality lessons to all students when appropriate to do so. The AI resources used will be:

- Approved by the Headteacher, Deputy Headteacher and ICT technicians.
- Accessible to all staff and students.
- Appropriate for the activities students undertake.
- Appropriate for students age, developmental stage and learning abilities.

6.2 AI tools will be used in school for educational purposes only, and teachers will collaborate with each other to share good practice for using approved AI tools.

6.3 Staff members will not allow or cause students original work to be used to train generative AI models unless they have permission or if an exception to copyright applies.

6.4 Culcheth High School recognises that not all students will be able to use or access AI tools in the same way. Teachers will ensure that students and parents are aware that the use of AI tools is not mandatory or necessary for students to have a successful education at the school.

6.5 Teachers will be encouraged to select AI tools that are accessible for all students, taking into account any barriers to AI use such as SEND. Where this is not possible, teachers will work with students, parents and relevant staff members to ensure that those unable to use the approved AI tools are given alternative methods of learning and are able to keep up with the curriculum.

6.6 Culcheth High School will ensure that students' learning does not rely or depend on the use of AI tools. Where AI tools are used, teachers will prepare alternative methods of learning for those who cannot, or do not want to, use educational AI. Where AI is being used for continuous learning, homework, or exam and assessment preparation, teachers will ensure that students are provided with alternative materials, such as physical copies of tasks or past exam papers, to enable students without access to AI tools outside of school to access the same level of education and attainment.

6.7 Culcheth High School will ensure that students' learning is not disadvantaged by the inability to use AI tools or access them outside of school. Parents and students will be

encouraged to raise any concerns or issues regarding equality of access with the relevant subject leader.

6.8 Culcheth High School will recognise that technology can sometimes pose accessibility challenges and will be committed to ensuring that all AI tools adopted are compliant with accessibility standards. The school will take all reasonable endeavours to ensure that students with disabilities can interact with them without hindrance.

6.9 In addition to SEND considerations, the school will consider socio-economic factors. The school will be aware that not every pupil may have access to high-speed internet or advanced devices at home and will ensure that offline modes and alternative resources are made available to ensure no pupil is disadvantaged.

6.10 Culcheth High School will choose AI tools that have the capability to support multiple languages or dialects to reflect the linguistic diversity of the school community. This will ensure that students with EAL are not disadvantaged.

6.11 Recognising that familiarity with AI tools can vary, the school will provide additional support sessions for students who might find it challenging to navigate these tools. This will include hands-on training sessions, user manuals, or peer-assisted learning.

6.12 Parents will be provided with guidelines and resources to help them support their children's use of AI tools at home, ensuring that the learning ecosystem remains consistent both inside and outside of school.

6.13 Teachers aim to provide more personalised learning to students through the use of AI tools during lessons. The school will prioritise the use of AI tools that are capable of adapting lesson content and activities based on individual students' abilities and learning styles, to ensure that each pupil is receiving tailored instructions and support.

6.14 Teachers may also use AI tools to generate adaptive assessments, which are able to adjust the difficulty of questions and tasks based on the pupil's performance. This will allow teachers to gain more accurate insights into each pupil's strengths and areas for improvement.

6.15 Teachers may use AI tools to facilitate interactive learning during lessons, where this will benefit students' learning. Teachers will prioritise using AI tools that are designed to be engaging and child-friendly, e.g. AI tools that include colourful visuals, animations, and characters, to encourage students to interact more with the subject content. Culcheth High School will use AI tools to support collaborative learning. These tools will be integrated into lessons to promote group-based activities and discussions. The school aims to enhance students' teamwork skills and deepen understanding through collaboration. Teachers will ensure that these tools align with the curriculum and facilitate effective group interactions.

6.16 Culcheth High School recognises that the development of students' language and vocabulary is of the utmost importance. Should AI tools be used in this respect, teachers will use AI systems to enhance and assist with students' language learning in the classroom. AI tools may be used to create helpful resources and materials that teachers

can use with a whole class or on a one-to-one basis, such as sentence stems or word banks, to provide age-appropriate definitions of unfamiliar words. AI tools may also be used throughout the school to help students with phonics, spelling, reading, and writing at various developmental stages. Teachers may use AI tools to provide students with support such as pronunciation feedback, spelling lists and tasks focussed on specific phonetic patterns, and, in some cases, multisensory learning to aid memory retention. At all times, teaching staff will ensure that the language any AI system uses with younger students is age appropriate. Teaching staff will receive training on how to prompt AI systems so that resources and interactions are simple to understand and do not prove a barrier to learning. They will also be aware of AI systems' occasional tendency towards bias and inaccuracy, and safeguard children accordingly.

6.17 Culcheth High School will prioritise using AI platforms that will be accessible to students outside of school hours, to allow students to continue practicing and learning various skills at their own pace. Teachers will encourage students to use the chosen AI tools outside of school time, such as during weekends or half terms. Teachers will ensure that any AI platforms used for continuous learning incorporate interactive, engaging elements, such as videos and animation, to incentivise students to use the platform outside of school. Culcheth High School will communicate with parents detailing which AI tools can be accessed from home, instructions on how to access the platforms, and emphasising the importance of continuous learning. The school will make it clear to parents that, excluding set homework, it is not mandatory for students to continue to use the tools outside of school hours.

6.18 Any AI tools used will have the ability to provide students with instant feedback on their work, with the aim of reducing workload for teachers, freeing up time and enabling students to progress at their own pace. Teachers will ensure that, while using technologies that can assist in marking students' work and giving feedback, this is not the only way that students' work is being monitored. Teachers will be expected to find a balance between technology and human interaction in order to ensure learning is effective.

6.19 Homework developed using or in relation to AI platforms will be in line with the school's AI and Homework statement. If required, teachers may use approved AI tools to detect instances of plagiarism in students work. The school will encourage parents to familiarise themselves with the AI tools used for homework to ensure parents remain informed about their child's progress and can actively participate in supporting their child's learning journey.

7 Misuse of AI tools

7.1 Culcheth High School acknowledges that the misuse of AI tools can happen both accidentally and intentionally, and that education and awareness is key to preventing misuse. The school will follow the Safe Use of AI Policy, Online Safety Policy and Child Protection and Safeguarding Policy to prevent, identify and manage any potential misuse.

7.2 Staff members found to be deliberately and/or repeatedly misusing AI tools will be disciplined in line with the school's Disciplinary Policy and Procedures. Students found to be deliberately and/or repeatedly misusing AI tools will be sanctioned in line with the school's Behaviour Policy.

7.3 Where staff or students are found to be misusing AI tools, the Headteacher will review the circumstances and consider revoking access to the AI tools for the concerned individuals.

7.4 Staff, students and parents will be educated on the correct and appropriate ways to use the AI tools they are given access to. The school will give students an informative leaflet to share with parents on the dangers of AI misuse and information on how to raise any concerns or queries.

7.5 Regular training sessions will be organised for staff and students, focussing on the ethical use of AI tools. These sessions will address the distinction between legitimate assistance and over-reliance on AI.

7.6 Culcheth High School will maintain an understanding and awareness that data used to train generative AI models is susceptible to malicious actions, which in turn has a negative impact on students using compromised AI systems.

7.7 Culcheth High School will therefore be aware of two prominent types of data corruption:

- Prompt injection attacks: these are when attackers input data into the AI model to make it behave in unintended ways, including generating offensive content or sensitive information.
- Data poisoning attacks: these are when attackers tamper with data that an AI model has already been trained on to produce similarly undesirable or hateful outcomes.

7.8 ICT technicians, in collaboration with subject leaders, will regularly review the AI tools being implemented, ensuring that they do not inadvertently promote misuse.

7.9 Culcheth High School will establish a feedback mechanism allowing staff and students to report any instances where AI tools might encourage misuse or where they feel uncertain about the ethical boundaries of using such tools. In cases of AI misuse, the school will maintain a transparent process, detailing how the misuse was identified and the steps taken in response.

7.10 Culcheth High School will consider forming a committee or a group that specifically focusses on AI ethics within the educational context. This group will help the school remain up-to-date with the latest challenges and advancements in AI, ensuring that the school's policies remain relevant and effective.

7.11 The school will recognise that AI tools have limitations and will encourage a healthy scepticism and critical thinking when using or analysing outputs from AI tools.

8 Selection of AI tools

8.1 Teachers and leaders will be responsible for researching and identifying the most appropriate and accessible AI tools for their lessons, taking into account:

- The needs and abilities of their students.
- Compatibility with the school's ICT systems.
- Online safety and safeguarding concerns.
- The subject the AI tool is being used to teach.
- The security of pupil and teacher data when using these systems.

8.2 Before fully integrating an AI tool into lessons, the school will consider introducing a trial or evaluation period. During this time, a small group of students and teachers can use the tool, providing feedback on its effectiveness, ease of use, and any potential concerns.

8.3 Any AI tools intended to be used by the school will not be used until the Headteacher, Deputy Headteacher and ICT technicians have reviewed the systems and given their approval. The school will inform parents via email whenever a new AI tool is approved for school use and specify which year groups will be given access to the tool.

8.4 Teachers will thoroughly research potential AI tools, ensuring that the tools are as reliable and safe as possible. Where there are concerns over the accuracy, reliability or appropriateness of an AI tool, teachers will not submit these tools to the Headteacher for approval.

8.5 The school also understands that many generative AI tools, such as ChatGPT, have recommended age restrictions. Whilst some tools may be useful for teachers, the school will take steps to ensure that any AI tool used in class is appropriate for the age group who are using it.

8.6 The school will follow the Online Safety Policy, Cyber-security Policy and Child Protection and Safeguarding Policy at all times when considering which AI tools to incorporate into classroom learning.

8.7 Culcheth High School will keep a record of:

- The AI tools that have been approved for use.
- The AI tools that have not been approved for use, including which teacher submitted the tool for approval and the reason that approval was denied.
- The teachers that are choosing to use AI tools in their lessons.
- The subjects that AI tools are being used to teach.
- The year groups that are using AI, and which AI tools each year group has access to.

- The date that specific AI tools were given approval.
- The date that specific AI tools were implemented in lessons.
- Any concerns raised by parents, students or staff regarding the use of AI tools.
- Relevant login details for each approved AI platform.

8.8 This record will be kept in the school office and it will be reviewed and updated by ICT technicians and the Headteacher where necessary.

8.9 In addition, the school will:

- Encourage teachers to gather feedback from students about the AI tools being used to help understand the tool's impact on learning and identify any areas of improvement or potential pitfalls.
- Ensure that the benefits of any AI tool justify its cost and always explore if there are free or lower-cost alternatives that provide similar benefits.
- Ensure that any AI tool being considered complies with data protection regulations and has clear policies on how they store, process, and delete user data.
- Ensure that the AI tools should be vetted to ensure they do not contain culturally insensitive or ethically questionable content.
- Organise CPD sessions for teachers to enhance their understanding and effective use of AI tools.
- Instruct students on how to use the tool effectively and ethically before it is introduced.
- Ensure that the AI tools being considered can scale as the number of users increase and that they continue to receive updates to stay relevant. Some newer AI tools may not have a long shelf-life: the school will focus its attention on the better known and more robust tools.

9 Conduct

Staff Conduct

9.1 All members of staff with access to approved AI tools will act in line with the relevant policies and procedures regarding online safety, child protection and safeguarding, data protection and AI use. Staff using AI tools will receive training on how to use the software appropriately, including how to keep their students safe while using AI tools during lessons.

9.2 Staff members found to be using unapproved AI tools or using approved AI tools in way that is deemed inappropriate or unsafe, will be disciplined in line with the school's Disciplinary Policy and Procedure.

9.3 Staff members will not access AI tools for personal use during school hours, or with school login details, under any circumstances.

Student conduct

9.4 All students with access to approved AI tools will act in line with the relevant policies and procedures regarding behaviour and AI use. Students using AI tools will be taught

how to use the software appropriately, including how to stay safe online and how to raise concerns.

9.5 Students will understand that the ability to use AI in lessons is a privilege that can be taken away if they conduct themselves poorly. Students found to be using unapproved AI tools, or misusing approved AI tools, will be sanctioned in line with the school's Behaviour Policy, and teachers will consider revoking their access to AI tools either temporarily or permanently.

9.6 Students will only use AI tools during the relevant lessons, under supervision of the classroom teacher. Students will not access AI tools for personal use during school hours, or with school login details.

9.7 Parents will be made aware of the AI tools their children are using in school, including potential risks and benefits. Parents will be given guidelines on how to discuss appropriate online behaviour related to AI tool usage with their children.

10 Safeguarding

10.1 Culcheth High School acknowledges that generative AI tools can be used to produce content that is dangerous, harmful, and inappropriate. The school will follow the Safe Use of AI Policy and Child Protection and Safeguarding Policy when utilising AI platforms, to ensure that students are not able to access or be exposed to harmful content.

10.2 In line with KCSIE 2026, the school recognises that AI presents specific safeguarding risks, including but not limited to:

- The potential for AI to generate inappropriate, harmful, or age-inappropriate content.
- The risk of students being exposed to biased or discriminatory outputs
- The possibility of AI being used to create or distribute child sexual abuse material.
- The use of AI for grooming, manipulation, or other forms of online abuse.
- The potential for deepfakes or synthetic media that could be used to harm, deceive, or exploit children.
- Privacy concerns related to the collection and use of children's data by AI systems.

10.3 Parents will be kept informed of how the school is using AI to enhance students' education, and who they can speak to about any concerns or issues regarding the use of AI, via email.

10.4 Culcheth High School will take any reported concerns or incidents regarding the use of AI tools seriously and follow the relevant procedures to ensure the wellbeing of its students. Where there is a safeguarding concern that requires an investigation, the school will pause its use of the AI tools in question until they can be reviewed, and the investigation is concluded. Any AI platforms found to hold safeguarding risks will be removed from the school's list of approved tools immediately.

10.5 Culcheth High School will also ensure its commitment to safeguarding children against misuse of AI as defined in KCSIE 2026. Schools have a responsibility to protect children from maltreatment that occurs on or off of school grounds and online.

10.6 Culcheth High School will encourage students to speak up about any concerns they have about the AI tools being used.

10.7 Culcheth High School also recognises the potential mental health impacts of AI tools, such as the pressure to conform to AI-generated ideals or information overload. Procedures will be put in place to monitor and support students' mental wellbeing in relation to AI tool use.

10.8 Culcheth High School will offer regular workshops for parents to understand the AI tools being used, their potential risks, and benefits. The school will make all reasonable endeavours to ensure that the safeguarding process with regard to AI is a collaborative effort between the school and home.

10.9 Staff training will be regularly updated to ensure that teachers and support staff are equipped to handle the evolving challenges posed by AI tools in the context of safeguarding.

10.10 Culcheth High School will ensure that all staff are aware of their responsibility to report any safeguarding concerns related to AI use through the appropriate channels, and that the DSL maintains oversight of all AI-related safeguarding matters.

11 Security and data protection

11.1 Culcheth High School will ensure that personal data is protected in line with data protection legislation and its own data protection policies and procedures. The school will research and be aware of the privacy implications and notices of any AI tools that it selects for classroom use.

11.2 When selecting generative AI models for classroom use, Culcheth High School will ensure that any chosen models comply with data protection legislation.

11.3 Staff members will understand that copyright law is distinct from data protection law and that any consents or data processing agreements for personal data are separate from issues of compliance with copyright law.

11.4 In accordance with the DfE's June 2025 guidance 'Using AI in education: support for school and college leaders', Culcheth High School will:

- Consider whether AI tools process personal data and, if so, ensure that appropriate data protection measures are in place.
- Ensure that data protection impact assessments are conducted for AI tools that process personal data, particularly special category data.

- Verify that AI providers have appropriate security measures in place to protect data from breaches, unauthorised access, or misuse.
- Understand where and how data is stored, particularly whether it is stored within the UK or transferred internationally.
- Ensure that contracts with AI providers clearly set out data processing arrangements and responsibilities.
- Be transparent with students and parents about what data is being collected, how it is being used, and who it is being shared with.
- Regularly review and audit the data protection practices of AI tools in use.

11.5 Culcheth High School will review and strengthen its cyber-security measures in line with the DfE's 'Meeting digital technology standards in schools and colleges' guidance. This will include conducting a cyber security risk assessment that considers any AI tools used by the school and generative AI's evolving sophistication.

11.6 Culcheth High School will also ensure that a cyber awareness plan is implemented and understood by staff and students alike and is adopted by the whole school. The school's implementation of generative AI tools will be done with secure control access to minimise any misuse.

11.7 The school's procedures for reporting a cyber-attack will be communicated and understood by all.

11.8 Culcheth High School will ensure that staff do not input sensitive, confidential, or personal data into AI systems unless the system has been specifically approved for such use and appropriate safeguards are in place.

12 Parental consent

12.1 Culcheth High School will obtain parental consent before students are allowed to participate in AI learning, to allow parents to make informed decisions about their child's education and to ensure the school remains compliant with data protection legislation.

12.2 Culcheth High School will send a letter to parents at the start of each academic year, informing them that the school intends to use AI tools for educational purposes. The letter will also:

- Clearly explain how AI tools will be used in lessons.
- Describe the benefits and potential risks of using AI.
- Outline how students' data will be collected, processed and stored.
- Address any concerns that parents may have regarding data protection, safeguarding and the impact of AI on students' learning.

12.3 Culcheth High School will send a consent form alongside the letter, allowing parents to opt in or out of AI-related classroom activities. Parents will be informed that consent can be given or withdrawn at any time by contacting the school office. If another AI tool is approved for use during the academic year, the school will inform parents of the

additional platform via email and allow them to opt in or out of using the tool in question.

12.4 Where a parent has opted out of their child participating in AI learning, the school will make other arrangements to ensure that the pupil is supported to learn and keep up with the class without the use of AI tools, and that the pupil's education is not put at a disadvantage.

12.5 Culcheth High School will provide parents with periodic updates regarding any significant changes in the AI tools being used or any noteworthy experiences the school has had with AI in education.

12.6 Culcheth High School will establish a feedback mechanism where parents can share their observations, concerns, or suggestions regarding the use of AI tools. The school will organise sessions where parents can see AI tools in action.

12.7 For students whose parents have opted out of AI activities, Culcheth High School will ensure that alternative educational activities are engaging, valuable, and comparable in terms of learning outcomes.

13 Monitoring and review

13.1 The Governing Body and Headteacher will review this policy in full on an annual basis and following any incidents that occur due to the use of AI tools.

13.2 The school will regularly evaluate the impact of AI tools on:

- Pupil learning outcomes and progress.
- Teacher workload and wellbeing.
- Equality of access and opportunities for all students.
- Safeguarding and online safety.
- Data protection and security.

The next scheduled review date for this policy is _____.

Any changes made to this policy are communicated to all members of the Culcheth High School community.