Genesis 16:13 You are the God that sees me.

Document Title	**AI Policy**
Author/Owner (Name and Title)	Nicky Bailey
Version Number	V1
Date Approved	8th May 2026
Approved By	Board of Trustees

Policy Category	1	**Trust/Academies to use without amendment**
	2	School specific appendices
(Please Indicate)	3	School personalisation required (in highlighted fields)

Summary of Changes from Previous Version

Version	Date	Author	Note/Summary of Revisions
V1	April 2026	Nicky Bailey	New Trust Policy

Contents

Contents 3
1. Introduction 4
2. Objectives 4
3. Scope 4
4. Principles 4
5. Use Cases 6
6. AI in Non-Examined Assessments (NEAs) 6
Appendix 1 8
Appendix 2 9
Appendix 3 11

1. Introduction

This policy outlines the principles that support the development of clear AI strategies, aligned with the Trust's educational vision, approach to governance, safeguarding, and ethics. LAAT is committed to leveraging AI to enhance educational outcomes, streamline administrative tasks, and ensure the safety and well-being of all students and colleagues. This policy aligns with the guidelines set forth by Ofsted, the Department for Education (DfE), the Joint Council for Qualifications (JCQ), the UK Government's guidance on using AI in the public sector, the Generative AI: product safety expectations, and must be read in conjunction with the Trust's Keeping Children Safe in Education (KCSIE) policy, Staff Code of Conduct, Data Protection Policy, Non-Examined Assessments (NEA) Policy and the Safeguarding Children Policy & Child Protection Procedure (see Appendix for Policy References).

2. Objectives

Ensure Safety and Wellbeing

To implement AI solutions that prioritise the safety, security, and privacy of students and colleagues, and to mitigate potential risks associated with AI use, including those identified in the Generative AI: product safety expectations and in line with KCSIE requirements.

Maintain Ethical Standards

To ensure all AI use adheres to high ethical standards, promoting fairness, transparency, and accountability.

Enhance Learning

To utilise AI to support personalised learning experiences, improve educational outcomes, and promote innovative teaching practices.

Curriculum Development

The integration of AI necessitates an ongoing review of curriculum content and assessment methods, with a focus on developing critical thinking and AI literacy skills.

Supporting Colleagues

To reduce administrative burdens on teachers and colleagues, allowing them to focus on teaching, student support, and professional development.

3. Scope

This policy covers both generative AI (systems that create new content) and non-generative AI (systems that analyse or classify data without producing new content).

This policy applies to all colleagues, volunteers, pupils, contractors, and any third parties using or implementing AI tools within the Trust's systems or on Trust devices. This includes the use of AI tools on Trust-owned devices and any use of AI while logged into a Trust-managed account.

This policy applies to all AI tools and technologies used within the Trust, including but not limited to, educational platforms, administrative software, and emerging generative AI technologies. This includes all current and future technologies. All new AI tools and technologies will be assessed against this policy, related Trust policies, and KCSIE guidance before implementation, with particular attention to the safeguarding aspects of AI.

4. Principles

Ethical Use

The Trust will use AI tools ethically, ensuring fairness, transparency, and accountability. All colleagues must follow the Trust Code of Conduct when using AI and remain responsible for reviewing, editing, and verifying any AI-generated content to ensure accuracy, safety, and appropriateness.

Data Privacy and Security

The Trust will comply with UK GDPR, the Data Protection Act 2018, and the Trust's Data Protection Policy. All AI systems must protect personal data, incorporate safeguards to prevent misuse, and meet the expectations outlined in KCSIE regarding the handling of sensitive information.

Transparency with Stakeholders

The Trust is committed to clear and open communication with pupils, parents, and governors about where, how, and why AI is used. The AI Policy and the Trust-approved whitelist of AI tools are publicly available and kept under regular review. Pupils will be taught about AI through the curriculum in an age-appropriate way, including expectations around safe and responsible use.

Safety and Security

All Trust-approved AI systems will undergo periodic review by the IT provider and the Data Protection Officer to ensure that safety, data-protection, and security standards are met. Technical and organisational measures will be implemented to manage cyber-security risks and prevent misuse. Generative AI must only be accessed through the secure M365 Education environment using Trust-managed accounts or tools listed on the approved AI whitelist.

Professional Development

Training on the safe and effective use of AI will be provided to colleagues through internal CPD or external providers, supported by the Trust's IT partner.

Bias and Fairness

The Trust is committed to ensuring fair and inclusive use of AI, in line with Ofsted's guidance. Colleagues must check AI outputs for potential bias, discriminatory assumptions, inaccuracies, or harmful content. All final outputs created with AI remain the responsibility of the individual colleague using the tool.

Monitoring and Evaluation

The Trust will routinely evaluate the impact of approved AI tools on educational outcomes, workload, efficiency, and pupil well-being. Safeguarding and safety considerations, including those outlined in KCSIE, will form a core part of all evaluations. Feedback from stakeholders will be used to support continuous improvement.

Compliance

The Trust will comply with all relevant regulations and guidance, including Ofsted, the DfE, JCQ, the UK Government's AI guidance, product safety expectations, and KCSIE. Training requirements will be incorporated into the wider professional development framework.

Risk Assessment

Before a new AI tool is implemented, schools must seek approval through the Business and Operations Manager and the Trust Central Team, in consultation with the DPO, Central Education Team, and Executive Safeguarding Team. A formal risk assessment will identify safety, bias, misinformation, and safeguarding risks, including data provenance and potential impacts on children in line with KCSIE.

Safety by Design

Where generative AI is adopted, the Trust will prioritise tools from vendors that embed safeguarding and safety-by-design principles into their products.

5. Use Cases

Personalised Learning

AI can be used to tailor educational content to individual student needs, providing personalised feedback, adaptive learning pathways, and targeted support. Special care will be taken to ensure that generative AI does not create biased or inaccurate educational content, and that all content aligns with safeguarding principles as outlined in KCSIE. All inputs will be anonymised to ensure they comply with all relevant data protection regulations, including the UK GDPR and the Data Protection Act 2018.

Colleague workload

The Trust is committed to reducing workload whilst prioritising pupil progress and safety. The Trust is committed to using only Trust approved AI tools, to meaningfully reduce colleague workload, enabling colleagues to dedicate more time to high quality teaching, pastoral support, and enriching learning experiences. Any use of AI must demonstrably benefit pupils—either through improved educational outcomes, enhanced safeguarding, or better-quality interactions with colleagues. AI will never be implemented solely for efficiency; its use must align with the Trust's core purpose of improving the education, safety, and wellbeing of all children.

Administrative Efficiency

AI tools will help automate routine administrative tasks, such as scheduling, data analysis, and report generation, freeing up colleague time for more critical activities.

Safety and Security

AI systems will be used to enhance the safety and security of the school environment, including monitoring for potential threats, identifying safeguarding concerns, and ensuring compliance with safety protocols. This will be done in accordance with KCSIE guidelines for online safety and safeguarding.

Enhancing Communication

AI can be used to improve communication with parents and students, providing timely updates and information. However, the use of generative AI for communication will be carefully managed to prevent the spread of misinformation and to ensure that all communications are safe and appropriate for children, as per KCSIE.

6. AI in Non-Examined Assessments (NEAs)

Transparency and Communication

The Trust will communicate the policy on Trust approved AI use in NEAs to students, colleagues, and parents, providing clear guidelines on acceptable use.

Training and Support

The Trust will provide training to teachers and assessors on the appropriate use of Trust approved AI tools in NEAs, including strategies for identifying and addressing potential misuse.

Data Privacy and Security

The Trust will ensure Trust approved AI tools comply with data protection regulations and protect the privacy and security of student data.

Authenticity, Verification and Ownership

The Trust will implement procedures to verify the authenticity of student work assisted by AI, including the use of plagiarism detection software and other verification methods. Students must ensure that all work

submitted for NEAs is demonstrably their own. Any use of AI tools must be transparently acknowledged and appropriately referenced. Teachers will only accept work that represents the student's independent effort and understanding. They will be vigilant in identifying and addressing any suspected instances of AI-generated content that has not been properly attributed.

Ethical Use and Academic Integrity

The Trust will ensure that AI tools are used ethically and do not compromise the integrity of assessments. Measures will be in place to detect and prevent plagiarism and the misuse of AI in student work. Students will be prohibited from submitting AI-generated content as their own work. This includes copying, paraphrasing, or otherwise reproducing AI responses without clear and accurate attribution.

Transparency and Communication

The Trust will communicate the Trust Statement on AI use in NEAs to students, colleagues, and parents, providing clear guidelines on acceptable use and the consequences of malpractice.

Students will be educated on the risks associated with AI use and the importance of maintaining academic integrity.

Malpractice

Examples of malpractice include, but are not limited to:

- Submitting AI-generated content as original work.
- Failing to acknowledge the use of AI tools.
- Incomplete or misleading referencing of AI sources.
- Using AI tools to complete sections of work that remove the students own ability to meet the marking criteria.

Teachers and assessors will take appropriate action if they suspect malpractice, in accordance with JCQ guidelines and the Trust's policies.

Monitoring and Evaluation

The Trust will monitor the impact of AI on the quality and fairness of NEAs and use evaluation processes to continuously improve the policy and its implementation.

Compliance with JCQ Guidelines

The Trust will ensure the policy aligns with the latest JCQ guidelines on the use of AI in assessments and will conduct regular reviews and updates.

Appendix 1

Links with other policies and Trust guidance

This policy links to the following policies and documents:

- LAAT Staff Code of Conduct
- LAAT Acceptable User Policy
- LAAT Pupil Acceptable User Policy
- William Lovell AI Policy
- LAAT Child Protection and Safeguarding Policy
- LAAT Data Protection and Freedom of Information Policy
- LAAT Health and Safety Policy
- LAAT ICT and Social Media Policy

Documents referenced:
Ofsted's approach to AI - GOV.UK
Ofsted's approach to artificial intelligence (AI) - GOV.UK
Generative artificial intelligence (AI) in education - GOV.UK
AI Use in Assessments: Protecting the Integrity of Qualifications - JCQ Joint Council for Qualifications
Generative AI: product safety expectations - GOV.UK
Keeping children safe in education - GOV.UK

Appendix 2

Examples of how to use appendix to document a transparent 'whitelist' and 'rejection list': These can be found in LAAT General > IT and will be updated regularly.

Appendix 2.1 – Trust-approved AI Tools for Colleague Use.

Application name	**Application uses**	**Notes to consider**
Microsoft Copilot Chat https://copilot.microsoft.com/	General prompting to generate content. E.g. planning, letter writing, spreadsheet and slide design. Exports well to Microsoft applications.	Only when logged in with your M365 Education licensed account.

Appendix 2.2 – Previously rejected AI Tools for Colleague Use.

Application name	**Application uses**	**Reasons for rejection**	**Alternative**
Otter.AI https://otter.ai/	Recording meetings and lessons. Real-time captions and notes for in-person and virtual lectures, classes or meetings.	US application. Concerns over legal data holding outside of UK. *"Otter uses a proprietary method to de-identify user data before training our models so that an individual user cannot be identified. This training method is automatic (done by AI) and as such audio recordings and transcripts are not manually reviewed by a human. "*	Record meetings using Microsoft Teams for Education with captions enabled.
Gamma.app https://gamma.app/	Creating slide decks, websites and animated visuals.	US based company. All data is used to train the model. All content created in Gamma is owned by Gamma and not by the registered user. *"you acknowledge and agree that you shall have no ownership or other property interest in your Account, and you further acknowledge and agree that all rights in and to your Account are and shall forever be owned by and inure to the benefit of Gamma."*	Canva AI

		"If you provide us with any sensitive personal information when you use the services, you must consent to our processing and use of such sensitive personal information in accordance with this Privacy Policy. If you do not consent to our processing and use of such sensitive personal information, you must not submit such sensitive personal information through our services."	
Chat GPT https://openai.com/index/chatgpt/	A wide variety of large language prompts.	"We collect Personal Data that you provide in the input to our Services ("Content"), including your prompts and other content you upload, such as files, images, and audio." Users need to have a log in. Users needs to go to advanced settings, data controller and change 2 settings to avoid training the model.	Microsoft Copilot with EDU login.

Appendix 3

LAAT Statement to Parents on the Trust's Use of Artificial Intelligence (AI)

Dear Parents and Carers,

At the Lincoln Anglican Academy Trust (LAAT), our priority is the safety, wellbeing, and educational success of every child. As technology develops, we take great care to ensure that any Artificial Intelligence (AI) used across our Trust is safe, ethical, and fully aligned with national guidance.

We want to be transparent with families about how AI is used, what we mean by " Trust approved generative AI," and the steps we take to safeguard pupils and colleagues.

What We Mean by "Trust Approved Generative AI"
When we refer to Trust-approved AI and Trust approved generative AI, this means:
Trust-approved AI – any AI tool that has passed the Trust's risk assessment, safeguarding, data-protection and security checks, and is formally approved for use.
Generative AI – AI systems that create new content (e.g., text, images).

Only AI tools securely accessed through the Trust's Microsoft 365 (M365) Education environment or on approved whitelist, such as Microsoft Copilot, used while logged into a LAAT-managed school account.

These tools operate within the Trust's protected Microsoft cloud environment, which meets strict UK GDPR, safeguarding and data-security requirements.

No colleagues or pupils are permitted to use public, unregulated generative AI platforms (e.g., public ChatGPT, Bard, Gemini, Claude) for Trust-related work unless they have been formally assessed and approved.

This ensures:

- Data remains secure
- AI behaviour and safety settings meet required standards
- Pupils' personal information is never shared with external AI models

Other Types of AI We Use (Non Generative AI)
Non-generative AI – systems that analyse data or support decision-making but do not generate new content.

The Trust also uses non-generative AI systems, such as machine-learning features within our:

- Management Information System (MIS)
- Safeguarding or filtering platforms
- Analytics or attendance systems

These systems do not create content and are not used to make decisions about children.
Instead, they help schools identify patterns (e.g., attendance trends), strengthen safeguarding, or support administrative efficiency.

These tools:

- Are pre-built into our existing software
- Operate securely within vendor systems already used by UK schools
- Are not the same as generative AI tools like Copilot
- Do not process pupil data in a way that creates new text, images, or decisions

Both types of AI go through the Trust's authorisation and risk-assessment process before use.

How We Use AI Across the Trust

AI is used in purposeful ways that support our pupils, teachers, and wider community:

- Improving teaching and learning, including generating resources within the M365 environment
- Reducing colleagues workload, giving teachers more time with pupils
- Supporting personalised learning, while ensuring content is accurate, safe, and bias-checked
- Enhancing safeguarding, through trusted software that helps identify concerns early
- Improving communication and accessibility, for example through translation tools

AI will never make decisions about children or replace the professional judgement of colleagues.

Our Commitments and Safeguards

We take a responsible, safety-first approach that aligns with:

- DfE and Ofsted expectations
- JCQ guidance for assessments
- UK GDPR and the Data Protection Act
- Keeping Children Safe in Education (KCSIE)
- UK Government AI safety expectations

We commit to:

1. Safety and Security First

Only AI tools that meet Trust and national safeguarding standards will be used.
Generative AI is restricted to the secure M365 environment. In the future, should AI outside of this environment be considered, it will be following a rigorous process to ensure compliance with GDPR and Safeguarding requirement.

2. Data Privacy and Protection

Pupil data is only used in AI systems when it is lawful, essential, and fully protected.

3. Human Oversight

All AI use is supervised by trained colleagues.
AI never replaces professional judgement.

4. Colleague Training

Colleagues receive training on safe, ethical and bias-aware AI use, including editing and verifying AI-generated content.

5. Assessment Integrity

For Non-Examined Assessments (NEAs), pupils may *not* submit AI-generated work as their own.

We follow strict JCQ guidance.

Working Together

Through the curriculum, pupils will learn about AI in an age-appropriate way—its benefits, risks, and how to use it responsibly.

We will continue to update families as our approach evolves and will always ensure AI is used to support, not replace, high-quality teaching and strong pastoral relationships.

If you have any questions, please contact your school office or refer to the LAAT AI Policy on our website.

Lincoln Anglican Academy Trust (LAAT)