



ARTIFICIAL INTELLIGENCE (AI) POLICY

September 2025

This policy is made available to the North West community from the school office and also on the school's website.

Artificial Intelligence (AI) is increasingly present in education, technology, and wider society. This policy sets out how North West London Jewish Day School approaches the safe, ethical, and effective use of AI by staff, pupils, and the wider school community.

This policy is written in conjunction with:

- Keeping Children Safe in Education (KCSIE) 2025 statutory guidance
- Safeguarding and Child Protection Policy
- Online Safety Policy
- Data Protection and GDPR Policy

Aims

- To ensure AI is used in ways that are safe, ethical, and aligned with safeguarding responsibilities under KCSIE 2025.
- To promote responsible digital citizenship among pupils.
- To provide staff with guidance on appropriate classroom use of AI.
- To protect pupils and staff from risks associated with AI misuse, including online harms.
- To comply with safeguarding, data protection, and equality legislation.

Principles of AI Use

- Transparency – Pupils should understand when AI is being used.
- Accountability – Teachers remain fully responsible for teaching, assessment, and safeguarding, even when AI is used.
- Safety – AI use must align with KCSIE’s safeguarding duties and online safety responsibilities.
- Fairness – AI must not reinforce stereotypes, bias, or discrimination.
- Privacy – AI must not process personal/sensitive data unless GDPR-compliant and authorised.

Safeguarding & KCSIE Links

- AI use is covered under Part 2 of KCSIE 2025 (the responsibility to safeguard and promote welfare).
- AI-related risks are part of the school’s online safety duties (Annex D, KCSIE 2025), including:
 - * Exposure to harmful or inappropriate content.
 - * Grooming, radicalisation, or exploitation.
 - * Online misinformation/disinformation influencing attendance or wellbeing.
- Staff must follow school safeguarding procedures and report any concerns to the DSL.
- Absence patterns linked to AI-related harms (e.g. online exploitation) must be escalated in line with attendance and CME policies.

Use of AI in Teaching & Learning

- AI may support lesson planning, resource creation, and differentiation, but teachers must review all outputs.
- AI must not replace teacher judgement in assessment or reporting.
- Pupils may use AI in supervised activities (e.g. creative projects, coding), but staff must teach critical evaluation of AI outputs.
- Pupils must not access unsupervised generative AI tools (e.g. open chatbots) on school devices.

Administration & Data Protection

- AI tools may support admin tasks but must not process sensitive/pupil data without Headteacher and DPO approval.
- Personal data will not be uploaded to third-party AI systems unless GDPR-compliant and with parental consent.

Training & Awareness

- Staff: Training provided on AI, safeguarding risks (KCSIE Annex D), GDPR, and classroom practice.
- Pupils: Educated through Computing/digital literacy curriculum on:
 - * Benefits and risks of AI
 - * Critical thinking about AI-generated content
 - * Safe and responsible use

Roles & Responsibilities

- Governing Body: Monitors AI risks and compliance with KCSIE.
- Headteacher: Ensures safe practice and policy implementation.
- DSL: Oversees AI safeguarding risks as part of online safety responsibilities under KCSIE 2025.
- Data Protection Officer: Ensures GDPR compliance in AI use.
- Staff: Use AI responsibly, model safe practice, and report misuse.
- Pupils: Follow school rules, act responsibly, and report concerns.

Breaches & Misuse

- AI misuse by staff or pupils is dealt with under behaviour, staff conduct, or safeguarding policies.
- Serious breaches may be referred to the local authority, governors, or the police.

Policy Review

This policy will be reviewed annually or sooner if KCSIE or DfE guidance on AI is updated.