



Artificial Intelligence (AI) Policy

Statement of Intent

The Poppy Academy Trust and Local Governing Bodies are committed to improving the life chances of all our children. We will nurture a passion for learning to enable them to thrive in an ever-changing world.

We have shared values across the Trust which we teach explicitly and throughout the curriculum to the children. At our Church schools, these values are rooted in our Christian ethos and distinctive Christian character.

This is reflected in all our relationships between staff, children, parents, governors and the local community. It is reflected in how we teach, what and how our pupils learn within and beyond the classroom.

Artificial Intelligence (AI) Policy	
Written by:	Alice Aharon
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Approved by:	Trust Board
Date:	03.02.26
Review frequency:	Every 2 years or if guidance changes
Target Audience:	All stakeholders

Our Local Governing Bodies are dedicated to the promotion of high standards of educational achievement. We are committed to eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.

1. Purpose

This policy sets out how Artificial Intelligence technologies will be used within the Poppy Academy Trust to support teaching, learning, operational management and communication. It describes expectations for AI use by staff, pupils, governors, volunteers and parents/carers. It ensures that all use of AI is safe, ethical, transparent and consistent with the trust's Christian ethos, safeguarding duties and legal responsibilities, including GDPR compliance.

2. Vision and Christian distinctiveness

The trust is committed to improving the life chances of all children aged 3 to 11. AI will be used only in ways that support children's flourishing, wellbeing and spiritual development. All AI use must reflect our ethos (Distinctively Christian in many of our schools), valuing dignity, justice, compassion and the uniqueness of every child. AI must never replace human relationships, pastoral care or the importance of human judgement in education.

3. Scope

This policy applies to:

- Staff across all schools
- Pupils aged 3 to 11
- Parents and carers
- Governors and trustees
- Volunteers and contractors where relevant
- Any digital platform or system that uses AI or automated decision making

It covers AI used for lesson planning, generating school reports, analysing pupil data, communications, operational tools, administrative systems and pupil learning platforms.

4. Alignment to GDPR and data protection principles

All AI use must comply with the Data Protection Policy.

5. Definitions

- Artificial Intelligence refers to systems or tools that can generate content, predict outcomes, automate decisions, or imitate human reasoning.
- Generative AI refers to tools that create text, images, audio or other content.
- Automated decision making refers to systems that make decisions without human intervention.

6. Principles for safe and ethical use of AI

AI must support learning, wellbeing, professional judgement, GDPR compliance, avoid bias, and reflect the Trust and school values.

7. Use of AI for pupils

Pupils may only use approved, age-appropriate AI tools. Prohibited activities include creating accounts, uploading personal data, or using AI to complete homework, unless explicitly asked to do so.

8. Use of AI for staff

Staff may use AI for lesson planning, resource creation, drafting communications including emails, analysing anonymised data, and drafting school reports. Staff must check accuracy, avoid uploading personal data, and retain professional responsibility.

9. Use of AI for Parents and Carers

Parents should not use AI to complete children's homework or upload identifiable information. They should also avoid using AI to prepare lengthy communications with the school, including emails. We are an open-door Trust, where we would much rather have human interactions and resolved things directly.

10. Use of AI for Governors and Trustees

Governors and Trustees may use AI for summaries and administrative tasks but must not process personal data or upload confidential papers.

11. Transparency

We are open and honest and if stakeholders ask if AI has been used, we will always reply honestly. This Policy has been written using AI.

12. Safeguarding

AI must not be used for contacting pupils, generating inappropriate content, behaviour profiling or surveillance. The schools in the Poppy Academy Trust have filtering systems on their devices in schools and the relevant staff members are noted when anyone attempts to access anything inappropriate.

13. Prohibited uses

AI must not be used for staff performance decisions, pupil assessment without human involvement, biometric identification or uploading confidential information.

14. Security and data handling

All personal data must be stored securely in line with the Data Protection Policy.

15. Training

All staff will receive training on safe AI use, GDPR and ethical considerations.

16. Monitoring and compliance

The DPO, CEO and LGBs will review use regularly.