



ARTIFICIAL INTELLIGENCE POLICY

Chair of Governors:

Date: March 2026

Review date: March 2029

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Purpose of the Policy

This policy outlines the safe, ethical, and effective use of Artificial Intelligence (AI) technologies within Ysgol Bryn Derw. The aim is to ensure that AI is used to enhance learning, support staff, and protect the rights and wellbeing of all pupils.

Principles of Safe Use

AI tools will be used at Ysgol Bryn Derw in accordance with the following principles:

AI use must be child-centred. AI must support the individual needs of pupils with ASD, respecting their cognitive, emotional, and sensory profiles and not be used in a way that limits the learning experience of pupils.

AI use must always be accompanied by human oversight. AI will never replace human judgment. All resources, documents and information generated by AI must also be checked over by staff. Staff must supervise all AI use by pupils. AI should support, not replace, teachers. Critical decisions, like assessments or interventions must involve human judgment.

Use of AI must be transparent. Parents, staff and pupils where appropriate will be informed about how AI is used and why.

Approved Uses of AI

AI may be used in the following ways to enhance teaching & learning, and operational efficiency. All use must comply with the school's safeguarding, data protection and ethical standards.

To Enhance Teaching and Learning

AI can be effectively utilised to support and enhance teaching and learning including:

- To create resources to support learners and generate ideas for lesson planning for example ideas for Attention Autism or Sensology sessions.
- To generate images to be used as visual stimulus and create supports to enhance learning.
- To generate lesson plan ideas tailored to specific learning objectives and targets.
- To refine objectives and targets set by a teacher. AI can suggest SMART targets based on individual pupil needs.

To Reduce Workload

AI can be effectively used to reduce workload of administrative tasks such as:

- Creating timetables and rotas.
- Summarising anonymised pupil data to inform planning and interventions
- Scheduling Meetings by automating calendar invites and reminders for EHCP reviews, parent consultations and staff briefings
- Document Drafting including creating templates for risk assessments, newsletters and policies.

Approved AI Platform

Microsoft Co-pilot is the only AI platform approved for use by staff at Ysgol Bryn Derw. No other AI tools, apps, or platforms may be used without explicit written approval from the Headteacher. All staff have access to Co-Pilot through their Hwb accounts.

GDPR and Data Protection

AI use must comply with the UK GDPR and Data Protection Act 2018.

Individual pupil data must never be input into any AI system, including names, photos, medical information, EHCP details, or behavioural records.

All AI use must rely on anonymised, generalised, or template-based data only.

Staff must ensure that no identifiable information is shared, stored, or processed by AI tools.

Safety and Ethical Concerns

AI use must be monitored for the following risks -

Bias and Discrimination: AI tools must be audited to ensure they do not reinforce stereotypes or exclude any category of learner.

Sustainability issues: AI model require significant computing power and water usage. Staff should limit unnecessary AI use especially for tasks that can be done manually or with simpler tech e.g. Google search.

Over-Reliance: Staff must avoid excessive dependence on AI for decision-making.

Inappropriate Content: AI systems must be monitored when used by students to prevent exposure to harmful or unsuitable material. Students in the academic pathway should be taught about safe use of AI through DCF skills work.

Policy Foundations and External Guidance

To ensure our approach is aligned with national standards and best practice, this policy draws on the following key documents:

- Estyn’s 2025 thematic report, *“A New Era: How Artificial Intelligence (AI) is Supporting Teaching and Learning”*, outlines key expectations for schools integrating AI responsibly:
“AI is increasingly present in classrooms and school systems. Its use must be purposeful, ethical, and clearly linked to improving learner outcomes.” — Estyn, 2025

These principles support our commitment to using AI in ways that are learner-centred, risk-aware, and pedagogically sound, in line with Estyn’s emphasis on:

- Transparency and ethical use
 - Professional development for staff
 - Ongoing evaluation of AI’s impact
- Welsh Government Guidance

The Welsh Government’s digital standards for education highlight the potential of generative AI when used safely and ethically:

“Used responsibly, generative AI offers opportunities and benefits that may enhance the role of practitioners in supporting their learners... It cannot replace the fundamental role of practitioners.”
— Generative Artificial Intelligence in Education – Hwb

- 360Safe Online Safety Framework

The 360Safe tool supports schools in reviewing and improving online safety practices:
“360 degree safe is intended to help schools review their online safety policy and practice... helping you to collaborate, report, and progress.” — 360Safe Online Safety Self-Review Tool

AI should never replace the expertise and judgement of a teacher or trained member of staff, all content created must be reviewed and adapted to meet the needs of our learners. AI cannot create genuine bespoke personalised content the same way that our highly trained staff can, it can simply offer generic ideas that can be used as a starting point.

AI must never be used to create end of year reports, when AI is used to create such documents, it creates lists of generic points rather than detailed descriptions of child’s learning experiences. Similarly, it must not be to use to complete teachers’ comments for annual reviews or IDPs.

Review and Updates

This policy will be reviewed every 3 years or in response to significant changes in AI technology, legislation, or school practice.