The Croft Preparatory School

Artificial Intelligence (AI) Policy

Whole School Policy, including Early Years Foundation Stage

Policy created (LMi/JFe)	November 2025
Peer & Governing Committee Review completed	16 January 2026
Approved SLT	20 January 2026
Next Review Date	November 2026

The legal responsibility for ensuring that the Croft Preparatory School adheres to all relevant statutory regulations, as issued by the DfE, lies with the Proprietors. At their discretion, the Proprietors may delegate the monitoring of the efficacy with which the school discharges its statutory duties to the Board and the Governing Committee.

Notwithstanding the above delegation, the Proprietors retain ultimate responsibility for how the statutory functions are executed.

Purpose

This policy sets out how Artificial Intelligence (AI) tools should be used responsibly within The Croft Preparatory School by staff and pupils. It ensures compliance with safeguarding standards, data protection laws, and promotes ethical, age-appropriate use of AI in education.

Definition

Artificial Intelligence (AI): Technology that can generate text, images, or other outputs based on prompts (e.g., chatbots, image generators). Examples of AI Tools: ChatGPT, Microsoft Copilot, image creation tools, and other approved educational AI platforms.

AI Use by Teachers and Staff

Permitted Uses:

- Lesson planning and resource creation.
- Generating ideas for classroom activities.
- Administrative support (e.g., drafting letters, reports).
- Safeguarding and Data Protection:
- Do not input personally identifiable information (PII) about pupils, parents, or staff.
- Avoid uploading photographs, names, addresses, or sensitive data.
- Comply with GDPR and Keeping Children Safe in Education (KCSIE) guidance.
- Accuracy and Professional Judgment:
- All AI-generated content must be reviewed, fact-checked, and proofread before use.
- Teachers remain responsible for the appropriateness and accuracy of materials.

Prohibited Uses

- AI must not be used to predict pupil behaviour or performance.
- Do not use AI for decision-making about safeguarding or welfare.

AI Use by Pupils

Supervised Access Only:

- Pupils may only use AI tools under direct supervision of a teacher or Learning Assistant.
- AI use must be for educational purposes approved by the school.

Restrictions:

- Pupils must not create accounts or use AI tools independently.
- No personal information should be shared with AI systems.

Critical Thinking:

- Pupils must proofread and fact-check any AI-generated work.
- AI is a support tool, not a replacement for original thinking or effort.

Ethical and Responsible Use

- AI should enhance learning, not replace it.
- Teachers should explain AI limitations, including:
    - Potential bias in outputs
    - Occasional inaccuracies

Digital Footprint and Cybersecurity

- AI tools may store data; staff must not use full names or personal information in the use of AI.
- Only use AI platforms approved by the school.
- Do not download AI-generated files without virus checks.

Staff Training

Staff receive CPD on the use of AI to support learning. As part of this, staff are informed on the safe use of AI technologies.

Incident Reporting

Any misuse of AI or safeguarding concerns must be reported immediately to the Designated Safeguarding Lead (DSL). This is in line with Safeguarding and Child Protection Policy and Staff Code of Conduct

Monitoring and Compliance

Smoothwall is used to monitor and filter online content and categorisation. Impero is used for screen monitoring, keyword detection, application control and logging/reporting. This is in line with the school Online Safety Policy.

Acknowledgment

By using AI tools within The Croft Preparatory School, staff and pupils agree to follow this policy and uphold the school's safeguarding and online safety expectations.