Policy Name	**LFCT – Artificial Intelligence AI Policy**
Policy Number	**T080**
Date of Issue	**March 2026**
Reviewed by	**Amelia Eggleston**
Date of next review	**March 2027**

1.Introduction

1.1 This is the Artificial Intelligence (AI) Policy of Landau Forte Charitable Trust ("the Trust"). The purpose of this Policy is to ensure that appropriate controls are in place to maximise the educational and operational benefits offered by AI technologies, while implementing proportionate safeguards to manage legal, ethical, and practical risks. This policy provides the overarching framework for the Trust whilst recognising that the needs and abilities within each academy will vary.

1.2 The Trust recognises the significant opportunities that AI technologies present. When used safely, effectively, and with the right infrastructure in place, AI can support every child and young person — regardless of background — to achieve at school and college, and to develop the knowledge and skills they need for life. AI also has the potential to transform education by enabling teachers to focus more on teaching, rather than on tasks that divert attention from the classroom.

1.3 Guidance published by the Department for Education (DfE) identifies a range of potential benefits, including the use of AI for:

1.3.1 creating educational resources
1.3.2 lesson and curriculum planning
1.3.3 tailored feedback and revision activities
1.3.4 administrative tasks
1.3.5 supporting personalised learning

1.4 The ability of AI to reduce non-teaching workload can help create more time for teachers to focus on delivering excellence in the classroom. However, the Trust also recognises that AI technologies are still evolving, which means that alongside these opportunities, there are risks that must be managed carefully to avoid unintended outcomes. These include:

1.4.1 inaccurate or misleading information
1.4.2 unsafe or inappropriate content
1.4.3 biased or discriminatory outputs
1.4.4 information taken out of context
1.4.5 outdated or unreliable sources
1.4.6 low-quality content

1.5 It is therefore critical that the Trust seeks to harness the benefits of AI while also meeting its wider legal obligations — including those relating to safeguarding, data protection, intellectual property, and equality.

2. Roles and Responsibilities

The Trust Board

1.6 The Trust Board has overall responsibility for ensuring that the Trust fulfils its legal and ethical obligations in relation to the use of AI. It will oversee the development, implementation, and review of this Policy and ensure that effective systems of governance, oversight, and assurance are in place.

The Trust

2.2 The Trust is responsible for leading the strategic approach to AI, including

2.2.1 coordinating the development and rollout of AI systems and training
2.2.2 maintaining the Register of Approved AI Tools (AI Register)
2.2.3 reviewing and approving AI use cases
2.2.4 ensuring consistency of practice across all schools within the Trust
2.2.5 ensuring AI use aligns with Trust priorities and compliance requirements

Data Protection Officer (DPO)

2.3 The DPO is responsible for ensuring that the Trust's use of AI complies with data protection law, including:

2.3.1 advising on the completion of Data Protection Impact Assessments (DPIAs) for all AI tools reviewing proposals for the use of AI where personal data is involved
2.3.2 monitoring compliance with the UK GDPR and advising on the lawful use of data within AI systems
2.3.2 responding to incidents or data breaches involving AI tools
2.3.3 monitoring compliance with the UK GDPR and advising on the lawful use of data within AI systems
2.3.4 responding to incidents or data breaches involving AI

Principals

2.4 Principals are responsible for ensuring effective implementation of this Policy at school level. Their responsibilities include:

2.4.1 providing visible leadership on the responsible use of AI

2.4.2 ensuring local compliance with the Trust's AI Policy and associated procedures

2.4.3 monitoring the use of AI in classrooms and across school operations

2.4.4 reporting concerns or risks to the Trust's DPO as appropriate

All Staff

2.5 All staff are responsible for complying with this Policy and using AI in a safe, lawful, and ethical manner. This includes:

2.5.1 using only approved AI tools and consulting the AI Register before use

2.5.2 attending training and remaining up to date with expectations

2.5.3 ensuring that they apply professional judgment when using AI to support their role

2.5.4 reporting any misuse, unauthorised access, or data protection concerns promptly

2.5.5 Further detail on staff responsibilities is provided in section 4.

3.AI GOVERNANCE AND TOOL APPROVAL

3.1 The Trust is committed to ensuring that AI is used across its academies in a way which is safe and legally compliant. To achieve this, it is essential that robust and consistent governance and oversight arrangements are in place across the Trust and its schools.

3.2 Central to oversight and governance is a requirement that no **AI tool or platform may be used** unless it has been formally reviewed and authorised. The Trust maintains a central AI Register, which records:-

3.2.1 the name and provider of the tool

3.2.2 whether the tool is classified as open or closed

3.2.3 confirmation that a **Data Protection Impact Assessment (DPIA)** has been completed

3.2.4 confirmation that the tool has been reviewed and approved by the Trust's IT provider

3.2.5 the purposes for which use has been approved

3.2.6 any restrictions on use (e.g. not for personal data, not for pupils)

3.3 It is the policy of the Trust that a DPIA will be carried out on all AI systems before they are approved and admitted to the approved register.

3.4 Staff must consult the AI Register before using any AI tool in their role. If a tool is not listed, it must not be used until formal approval has been granted.

3.5 Staff who wish to request approval of a new tool or propose a new use for an existing one must contact the DPO.

3.6 Final sign-off will rest with the DPO. Approved tools will be added to the AI Register and shared with schools. The Trust will issue periodic updates regarding newly approved tools, training needs and changes in permitted use; however, this does not override the responsibility of staff to consult the AI Register before using an AI system.

4. Use by Staff

4.1 All staff are expected to use AI in accordance with this Policy and the systems established by the Trust. Before using any AI system, staff must:

4.1.1 consult the AI Register
4.1.2 confirm that the AI tool is listed and approved for the intended use
4.1.3 familiarise themselves with the permitted uses and any restrictions recorded in the AI Register
4.1.4 seek clarification from the DPO where there is any doubt about the approval status, scope of use, or limitations.
4.15 submit a request to the DPO for approval if a tool is not currently listed in the AI Register.

4.2 In terms of expected professional standards and behaviours, staff are expected to:

4.2.1 attend training provided by the Trust
4.2.2 understand that AI is a support tool designed to enhance teaching and delivery but is never a substitute for professional judgement.
4.2.3 understand that the quality and content of any final material(s) remains their responsibility
4.2.4 remain responsible and accountable for the accuracy, appropriateness and quality of any AI-generated material they use or adapt, including in contexts such as:

4.2.4.1 creating or adapting educational resources

4.2.4.2 planning lessons or curriculum content

4.2.4.3 drafting tailored feedback or revision materials

4.2.4.4 supporting administrative tasks such as report writing or meeting preparation

4.3 Staff must not use AI systems:

4.3.1 to make decisions that carry significant consequences for pupils or staff (e.g. safeguarding, behaviour, performance, SEND)
4.3.2 to assess subjective work without applying their own professional judgment
4.3.3 to impersonate others or present AI-generated work as wholly human-authored
4.3.4 for any purpose that is unlawful, misleading or outside the scope of approved use

4.4 Staff are expected to uphold all relevant legal and regulatory standards when using AI, including:
4.4.1 data protection and UK GDPR
4.4.2 copyright and intellectual property rights
4.4.3 equality legislation
4.4.4 duties under Keeping Children Safe in Education

5.Use of AI by Pupils

5.1 The Trust is committed to providing pupils with the knowledge and skills that they need to use AI in a way that is safe, responsible and ethical. This will include providing age appropriate guidance on:

5.1.1 the opportunities and risks associated with AI
5.1.2 how to use AI in a way that supports learning
5.1.3 the importance of academic integrity and originality
5.1.4 respecting others and behaving responsibly

5.2 Pupils are expected to use AI tools in accordance with this Policy, and under the supervision and direction of staff. The following rules apply:
5.2.1 pupils must only use AI tools that have been explicitly authorised for their use by the Trust

5.2.2 pupils must only access AI tools under supervision or with the permission of a member of staff

5.2.3 pupils must not attempt to bypass restrictions or use AI tools in unauthorised ways or on unapproved platforms

5.2.4 pupils must not use AI in any way that contravenes other school policies, such as the Acceptable Use Policy or Online Safety Policy

5.3 AI must only be used for educational purposes that align with classroom tasks or activities set by a member of staff. This may include:

5.3.1 supporting revision or summarising material
5.3.2 generating writing prompts or exploring creative ideas
5.3.3 receiving feedback or suggestions on written work
5.3.4 practising spelling, grammar or vocabulary activities
5.3.5 exploring specific questions with teacher supervision

5.4 pupils must not use AI tools:

5.4.1 to complete assessments, homework, or coursework dishonestly (i.e. cheating or plagiarism)

5.4.2 to generate or share offensive, discriminatory, harmful, or inappropriate content

5.4.3 to spread misinformation or impersonate others

5.4.4 to access, share or produce material unrelated to their learning

5.4.5 to store or share data about other pupils or staff

5.5 Pupils are expected to behave responsibly when using AI and to report any concerns risks or inappropriate use to a member of staff immediately.

5.6 As with all digital activity, the use of AI by pupils is subject to the school's wider behaviour policy, Acceptable Use Policy, and any remote learning or device policies in place.

6 Staff Training

The Trust will ensure that all staff receive appropriate training on the safe, ethical and lawful use of AI technologies. This includes an understanding of the Trust's Policy, the AI Register and acceptable use.

7. Raising concerns

7.1 All users of AI within the Trust are expected to act in accordance with this Policy and raise concerns where appropriate.

7.1.1 If a member of staff becomes aware of any inappropriate, unsafe, unlawful or unauthorised use of AI, this must be reported promptly to the Principal or ember of the Trust Executive.

7.1.2 Pupils are encouraged to report any concerns about AI use — including exposure to inappropriate content, misuse by other pupils, or technical issues — to a member of staff without delay.

8 Breach of Policy by Staff

8.1 Any breach of this Policy by staff may lead to action under the Trust's Staff Code of Conduct or Disciplinary Policy. This includes (but is not limited to) using non-approved AI tools, failing to apply professional judgment, or misusing AI in a way that undermines the safe use objectives of this Policy.

8.2 Pupil misuse of AI may result in disciplinary action in accordance with the Trust's / Schools' Behaviour Policy.

This policy is to be read in line with the academy specific Appendix regarding AI tools in use within the academy and the purpose for which they are being used.

Appendix 1
Factsheet

Artificial intelligence (AI) in school

AI isn't new

Artificial intelligence (AI) is the use of computer systems to solve problems and make decisions. It's already a part of everyday life – you've probably already come across it in the form of personalised suggestions on social media, shopping sites or route-planning apps.

However, the technology is developing rapidly and throwing up many new challenges for schools.

What is generative AI?

Generative AI takes a written prompt and runs it through an algorithm to generate new, 'natural'-seeming content. Tools include:

- Chatbots such as ChatGPT, Google Gemini and GrammarlyGO, which generate text
- Text-to-image programs like DALL-E and Midjourney, which create images (some programs can make AI-generated animations and near-photorealistic videos, too)

We will review our policies

- **Homework policy**: the DfE has suggested we consider how we'll approach homework and whether we need to revise our homework policy, to take into account pupils' access to generative AI tools – see its policy paper on generative artificial intelligence in education
- **Exams/assessment/coursework/plagiarism policy**: the Joint Council for Qualifications classifies AI misuse – where a pupil submits AI-written work as their own – as malpractice. We'll update our definitions of plagiarism to make this clear

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Explain our rules on AI use to pupils

Make sure pupils know that using AI without crediting it, is not allowed in exams, coursework or any work that's internally assessed to count towards a qualification. Remind pupils of this when they have exams and coursework coming up.

Have an open dialogue with pupils about how and when AI tools can be used to support learning, and when they shouldn't be used:

Never enter sensitive information into an AI tool

Continue to follow our data protection principles and rules, and be aware that any text entered into an AI tool is potentially being made public. If you're using AI for any reason, don't enter any personal or sensitive data.

Our Trust may also be targeted by fraudulent emails, such as 'phishing' attacks, which are often AI-generated and very convincing. Look out for the following signs:

- Email addresses that don't match the contact details you have on file
- Poor spelling and grammar, including American spellings, or an overly formal tone
- Messages demanding urgent, time-sensitive action
- Suspicious links, e.g. containing strings of numbers
- Generic introductions (e.g. Dear Sir or Madam)

Report any suspicious emails to our data protection officer (DPO), Amelia Eggleston

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Be careful with pupils' intellectual property

Intellectual property includes any work that pupils have created. For example, essays, homework or any other materials written or drawn by a pupil (not multiple-choice questions).

You **must** have a pupil's consent to enter their intellectual property into any AI tool that will store or collect the information for commercial purposes, such as training or improving the AI (e.g. many free-to-use AI tools). If pupils are too young to give consent, you should get permission from their parents/carers.

Don't enter pupils' work into any AI tools you use, as AI can reuse pupils' work without their consent.

Be aware of ‘secondary infringement’

This happens when an AI is trained on material it doesn't have permission to use, which you end up unknowingly using through the AI tool. This could include:

- Publishing a policy created by an AI tool that used input taken from another school's policy without that school's permission
- Using an image on a website created by an AI tool using input taken from the copyright holder without their permission

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AI could save you time …

You can use AI to cut down on some of your workload. For example, it could help you:

- Create a comment bank to use when writing reports
- Come up with ideas for charity fundraising activities
- Write quiz questions to check pupils’ knowledge

… but it’s not always reliable …

AI tools are only as accurate as the information they’re trained on. They may generate responses that are incorrect, biased, or inappropriate.

Many tools are based on a defined set of information, so won’t be able to accurately give you answers about anything that has changed after data was inputted – e.g. new statutory policy requirements or current events.

… so it’s important to check all AI-generated results carefully

You can use AI tools as a starting point, but you should always check and adapt the results so they are:

- Taking the best interests of staff, pupils and the Trust into account
- In line with our Trust policies, procedures and guidelines that cover generative AI:

Ofsted will judge our Trust’s use of AI (if we use it)

Ofsted expects us to:

- Make sure our AI solutions are safe and secure, and protect users' data
- Be transparent about the Trust use of AI and make sure we understand the suggestions it makes
- Use AI only when it's ethically appropriate to do so
- Closely monitor the AI we use for bias
- Identify and correct any bias or problems, where appropriate

- Give staff clear roles in monitoring, evaluating, maintaining and using AI tools
- Make sure staff are empowered to correct and overrule suggestions made by AI
- Respond appropriately to any concerns, or complaints about errors made by AI