



AI POLICY

Policy owner	Adrian King — Director of IT, Endeavour Academies Trust
Approved by	Finance, Audit & Operations Committee
Applies to	All staff, pupils, students and governance across the Trust
Scope	Macmillan Academy (secondary) and Archibald Primary School (primary)
Linked policies	Acceptable Use Policy · Safeguarding & Child Protection Policy · Data Protection / UK GDPR Policy · Behaviour Policy · Online Safety Policy
Version	1.0
Date approved	September 2026
Next review	September 2027

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1. Introduction and Rationale

Artificial Intelligence (AI) tools — including large language models, image generators, AI-powered search and writing assistants — are rapidly becoming part of everyday professional and personal life. Tools such as Microsoft Copilot, ChatGPT, Claude and Google Gemini are already in widespread use, including by the pupils, students, staff and families of our schools.

This policy exists not to restrict the use of AI, but to ensure that all members of our school communities use it safely, ethically and effectively. We recognise that AI literacy is an increasingly important skill for the modern world, and that schools have a responsibility to prepare young people to navigate AI thoughtfully — both as users and as future citizens.

Endeavour Academies Trust is committed to the responsible adoption of digital technology across both of its schools — Macmillan Academy (secondary) and Archibald Primary School (primary) — in line with the Trust's wider digital strategy. The Trust is committed to:

- Enabling staff to use AI to reduce workload and enhance teaching quality
- Guiding pupils and students to use AI as a tool for learning, not a substitute for thinking
- Protecting the privacy, safety and academic integrity of all members of our community
- Keeping pace with a fast-moving landscape through regular policy review

2. Scope

This is a Trust-wide policy. It applies to both schools within Endeavour Academies Trust and to:

- All teaching and support staff employed by or working in either school
- All pupils (primary phase) and students (secondary phase) across all year groups
- Governors and trustees when using school or Trust systems or acting in an official capacity
- Third-party contractors and volunteers accessing school or Trust networks or data

This policy covers AI tools accessed on:

- School-owned or school-managed devices
- Personal devices used on a school network
- Personal devices used for school-related work or study (including homework)

3. Key Definitions

Term	Definition
Artificial Intelligence (AI)	Computer systems able to perform tasks that typically require human intelligence, such as understanding language, recognising patterns and generating content.
Generative AI	AI systems that produce new content — text, images, code, audio or video — in response to user prompts. Examples include Microsoft Copilot, ChatGPT, Claude and Gemini.
Large Language Model (LLM)	A type of AI trained on vast amounts of text data to understand and generate human language. Underpins most modern AI writing tools.
AI-generated content	Any text, image, code or other output that has been substantially created or modified by an AI tool.
Prompt	An instruction or question given by a user to an AI system to generate a response.
Hallucination	When an AI produces factually incorrect or fabricated information presented as fact, with apparent confidence.
Data training	The process by which AI systems learn from large datasets. Some AI tools may use user inputs to further train their models.

4. Guiding Principles

All use of AI across the Trust should be guided by the following principles:

4.1 Human Oversight

AI tools support human decision-making; they do not replace it. Staff, pupils and students remain responsible for the quality, accuracy and appropriateness of all work produced, regardless of whether AI was used.

4.2 Transparency

The use of AI in producing work should be disclosed where required. Staff should be transparent with colleagues and learners about when and how they are using AI tools. Pupils and students must follow the academic integrity guidance in Section 7.

4.3 Critical Thinking

AI outputs must always be critically evaluated. Users should verify factual claims, check for bias, and not treat AI as an authoritative source. AI systems can and do produce plausible-sounding but incorrect information.

4.4 Privacy and Data Protection

No personal, sensitive or confidential information about pupils, students, staff or the schools should be entered into any AI tool unless that tool has been specifically approved for such use by the Trust (see Section 8).

4.5 Equity and Inclusion

The Trust is committed to ensuring that AI tools do not create or widen inequalities. Staff should be mindful that not all pupils and students have equal access to AI at home. AI use should not disadvantage those without access.

4.6 Safeguarding First

Safeguarding considerations always take precedence. AI tools must never be used in ways that put children at risk. Concerns relating to AI use by or involving pupils or students should be reported through the relevant school's normal safeguarding procedures (see Section 9).

5. Staff Use of AI

5.1 Approved Uses

Staff are encouraged to explore AI tools to reduce workload and improve the quality of resources. The following uses are supported and encouraged:

Curriculum & Teaching

- Generating lesson plan drafts, starters, activities and plenaries for teacher review and editing
- Creating differentiated resources, including materials for SEND, EAL or higher attaining learners
- Producing quizzes, revision materials, gap-fill exercises and practice questions
- Generating discussion prompts, debate positions or case studies
- Simplifying or re-leveling complex texts for different reading abilities

Assessment & Feedback

- Drafting template feedback phrases for marking, to be personalised by the teacher
- Generating rubric or mark scheme frameworks for teacher adaptation
- Producing model answers for pupil and student reference

Administration & Communication

- Drafting parent letters, newsletters, policy documents and professional emails for staff review and editing
- Summarising meeting notes or creating action plan frameworks
- Generating ideas for CPD activities, team, phase or departmental reviews, or school improvement plans
- Assisting with the initial drafting of Self-Evaluation Form (SEF) sections

5.2 Restrictions for Staff

Staff must not use AI tools to:

- Enter the full name, address, date of birth, or other personally identifiable information of any pupil or student into an unapproved AI tool
- Input sensitive data, including SEND/EHCP details, safeguarding records, medical information, or pupil premium status
- Generate final reports or references without personal review, editing and sign-off
- Use AI-generated content in situations requiring professional judgement without exercising that judgement
- Share confidential school or Trust information, financial data, HR matters or strategic plans
- Use AI to make decisions about a child's welfare, attainment tracking or disciplinary matters without human review

5.3 Approved Tools for Staff

The following tools have been approved for general staff use. Staff must read the tool-specific guidance before use:

Tool	Approved uses	Data restrictions
Microsoft Copilot (school M365 account)	Lesson planning, drafting, summarising — integrated with school Microsoft 365	School account only. No sensitive personal data.
Claude Team (Trust-provisioned account)	Resource creation, drafting, summarising, lesson and curriculum planning, and professional development	Use the Trust-provisioned Team account only (see 8.4). Personal or free Claude accounts must not be used for school work.
ChatGPT / Google Gemini	General content creation, resource drafting, professional development	No names, SEND info, or school-confidential data.

Staff wishing to use tools not on this list must seek approval from Adrian King (Director of IT) before use.

5.4 Accessing Claude through the Trust's Team Subscription

Endeavour Academies Trust has purchased Claude Team licences for specific staff across its schools. The Team subscription provides important data-protection safeguards that personal or free Claude accounts do not (see Section 8.4).

Staff who would like to be added to the Trust's Claude Team subscription should request access by contacting Adrian King (Director of IT). Access is allocated to named users, so accounts must not be shared.

6. Pupil and Student Use of AI

6.1 General Principles

Pupils and students are permitted and encouraged to use AI as a learning tool — not as a shortcut — at a level appropriate to their age and phase. The purpose of every task is to develop knowledge, understanding and skills. AI used in place of thinking undermines that purpose.

The following principles apply to all pupil and student use of AI:

- AI is a starting point, not a finishing point — learners must always engage critically with AI output
- AI makes mistakes — learners are responsible for checking facts and correcting errors
- AI does not think for you — using AI to complete thinking tasks deprives the learner of the learning
- Different tasks have different rules — learners must follow the teacher's instructions for each piece of work

6.2 Approved Uses

The following uses of AI are generally permitted, subject to teacher guidance and appropriate supervision for younger pupils:

- Revision support: using AI to create flashcards, practice questions or topic summaries
- Brainstorming: generating ideas to help start a piece of work, which the learner then develops themselves
- Vocabulary and terminology: asking AI to explain subject-specific language
- Understanding feedback: asking AI to explain what feedback means and how to act on it
- Research starting point: using AI for initial background research, which is then verified using proper sources
- Checking and improving written drafts that the learner has produced themselves

In the primary phase, these uses will generally be teacher-led and demonstrated to the whole class rather than carried out by pupils on individual accounts (see 6.4).

6.3 Restrictions

Pupils and students must not:

- Submit AI-generated text, images or other content as their own work without disclosure
- Use AI during assessments, exams or timed tasks unless explicitly permitted by the teacher
- Enter personal information about themselves or others into AI tools
- Use AI to produce content that is offensive, harmful or that violates school behaviour expectations
- Attempt to use AI to bypass school content filters or access inappropriate material
- Share AI-generated content as their own on social media or other platforms in a way that is misleading

6.4 Age, Phase and Access Restrictions

Most major AI tools (including ChatGPT, Gemini and Copilot) have a minimum age requirement of 13 years. This has important implications that differ between the two phases of the Trust:

- Primary phase (Archibald Primary School): no pupil is old enough to hold a personal AI account. Any use of AI with primary-aged pupils must be teacher-led — using a staff account or an approved, supervised school platform — and fully supervised at all times. Pupils must not access general-purpose AI tools independently.
- Secondary phase (Macmillan Academy): students in Years 7 and 8 are also below the minimum age, so AI use with these year groups must be supervised and managed by a teacher. Parents/carers will be informed of any planned AI use in lessons via the school's normal parental communication channels.
- Across both phases, no pupil or student under 13 may create a personal account with an AI provider.

7. Academic Integrity

The expectations in this section apply across both phases at an age-appropriate level. References to examinations, coursework and external qualifications apply to the secondary phase (Macmillan Academy).

7.1 What Counts as Cheating?

Academic integrity means that work submitted represents the genuine understanding and effort of the pupil or student. The following are considered breaches of academic integrity:

- Submitting AI-generated text as entirely your own original work
- Using AI to answer exam questions or complete coursework without disclosure
- Paraphrasing AI output without acknowledgement, in assessments where AI use is not permitted
- Using AI to produce diagrams, data or evidence that is then presented as original research

7.2 Disclosure and Attribution

Where a teacher has permitted AI use on a task, pupils and students must disclose this. The following statement (or an age-appropriate version) should be included at the end of any work where AI was used:

*“In completing this work, I used [name of AI tool] to [brief description of how it was used].
The ideas, analysis, and conclusions are my own.”*

Teachers may ask pupils and students to explain their work verbally to verify understanding.

7.3 Consequences

Suspected breaches of academic integrity will be investigated in line with the relevant school's Behaviour Policy. Consequences may include:

- The work being disqualified and required to be redone
- A formal record of the incident
- Contact with parents/carers
- Sanctions in line with the school's behaviour policy

For external qualifications, the school will follow the relevant awarding body's guidance, which may result in disqualification from that assessment.

8. Data Protection and Privacy

8.1 Legal Framework

This policy operates within the Trust's broader Data Protection Policy and the requirements of the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Endeavour Academies Trust is the data controller for all personal data processed by its schools (Macmillan Academy and Archibald Primary School).

8.2 What Must Never Be Entered into AI Tools

The following categories of data must never be entered into any AI tool unless explicit approval has been given by the Trust Data Protection Officer (DPO) and the tool has been assessed as compliant:

- Full names combined with other identifying information (school, year group, address)
- SEND information, Education, Health and Care Plan (EHCP) details
- Safeguarding records, referrals or case notes
- Medical information
- Free school meal or pupil premium status
- Disciplinary records
- Staff HR data, performance review notes or personal employment details
- Financial information relating to the schools, Trust, parents or learners

8.3 Training Data Risk

Many free AI tools use user inputs to improve their models. Staff, pupils and students should be aware that information entered into some AI tools may be retained and used for training purposes. Where data privacy is critical, staff must only use tools where the Trust has a Data Processing Agreement (DPA) in place.

The Finance Director (Mary Brindle), working with the Trust Data Protection Officer, maintains the Trust's register of AI tools with confirmed DPAs. This register is available on request.

8.4 The Claude Team Subscription and Data Protection

The Trust provides access to Claude through a paid Claude Team subscription for named staff. This is a commercial ("Claude for Work") arrangement, which offers materially stronger data-protection safeguards than personal or free consumer accounts:

- By default, Anthropic does not use the inputs or outputs of staff working in the Trust's Team subscription to train its AI models. This is a key difference from free and personal Claude accounts, where consumer data may be used for model training.
- Under Anthropic's Commercial Terms, the Trust is the data "controller" and Anthropic acts only as a "processor", processing data on the Trust's instructions. This aligns with the UK GDPR roles set out in Section 8.1.
- The Trust controls who is a member of the Team and can manage, access and export the data submitted by its users.

- Access is provided to named individuals; Team accounts must not be shared.

For these reasons, where staff use Claude for any school-related work involving pupil or student details, they must do so through their Trust-provisioned Team account rather than a personal or free account. This does not remove the restrictions in Section 8.2 — the categories of sensitive personal data listed there must still never be entered into any AI tool, including the Team subscription, without the approvals described above. Staff can request to be added to the Claude Team subscription by contacting Adrian King (Director of IT).

9. Safeguarding

All safeguarding concerns related to AI use must be reported to your school's Designated Safeguarding Lead (DSL) in the normal way. This includes:

- A pupil or student accessing inappropriate content through an AI tool
- A pupil or student sharing personal information with an AI tool in a concerning way
- AI-generated content being used to bully, harass or threaten a child
- Deepfake imagery or AI-generated content being used to harm or embarrass an individual
- A pupil or student appearing to use AI to plan or facilitate self-harm
- Staff noticing signs that a pupil or student may be forming an unhealthy emotional dependence on an AI

If in doubt, report it

Any safeguarding concern — however small — should be reported to your school's DSL.

You do not need to be certain there is a problem. It is always better to report and be wrong than not to report.

AI-related safeguarding concerns should be treated with the same urgency as any other safeguarding matter.

10. Staff Training and Development

The Trust is committed to supporting staff in both schools in developing confidence and competence with AI tools. This includes:

- Induction training for new staff covering this policy and approved tools
- Regular CPD sessions on AI in education, updated as the landscape evolves
- Sharing of effective practice through phase, departmental and whole-school briefings
- Access to curated resources and guides

Staff are encouraged to share examples of effective AI use with colleagues across the Trust. Questions about AI tools should be directed to Adrian King (Director of IT).

11. Monitoring, Compliance and Review

11.1 Monitoring

The Trust reserves the right to monitor use of school-owned devices and school networks, including AI tool access, in line with its Acceptable Use Policy. Monitoring will be proportionate, lawful and in keeping with staff, pupil and student privacy rights.

11.2 Review

This policy will be reviewed annually, or more frequently in response to:

- Significant developments in AI technology or tools
- Changes to relevant legislation or regulatory guidance
- Incidents or safeguarding concerns involving AI
- Guidance from Ofsted, DfE or relevant professional bodies

The policy owner (Adrian King, Director of IT) is responsible for scheduling and conducting reviews and bringing any substantive changes to the attention of the Trust Board.

12. Breach of Policy

Breaches of this policy by staff may be addressed through the Trust's Disciplinary Procedure. Serious breaches — particularly those involving safeguarding or data protection — may result in disciplinary action up to and including dismissal.

Breaches by pupils or students will be dealt with in line with the relevant school's Behaviour Policy. Parents/carers will be informed of serious breaches.

Appendix A: Quick Reference — Staff Dos and Don'ts

✓ Staff May	✗ Staff Must Not
Use AI to generate draft lesson plans, activities and resources	Enter pupil or student names, SEND data, safeguarding records or HR information into AI tools
Use AI to help create differentiated materials	Submit AI-generated reports or references without personal review
Use AI to draft communications and administrative documents	Use AI to make decisions about children without professional judgement
Always review, edit and personalise AI output before use	Use AI tools not on the approved list without prior authorisation
Disclose AI use to learners when modelling its use in lessons	Enter confidential school, Trust, financial or strategic information
Report safeguarding concerns involving AI to your school's DSL	Assume AI output is factually accurate — always verify
Use only approved tools — seek permission before using new ones	

Appendix B: Quick Reference — Pupil & Student Dos and Don'ts

✓ Pupils & Students May	✗ Pupils & Students Must Not
Use AI for revision: creating flashcards, practice questions and summaries	Submit AI-generated text as your own work without permission
Use AI to brainstorm ideas that you then develop yourself	Use AI during tests, exams or timed assessments unless told you can
Use AI to help understand feedback and how to improve	Enter your personal information or anyone else's into AI tools
Use AI to check and improve work you have written yourself	Use AI to produce offensive, harmful or inappropriate content
Tell your teacher if you have used AI in a piece of work	Rely on AI as your only source — use books, websites and other sources too
Check facts provided by AI — it can be wrong!	Assume AI is always right — always think critically about its answers

Younger pupils will use AI mainly with their teacher leading the activity. Always follow your teacher's instructions about when and how you may use AI.

Appendix C: Related Policies and Documents

Document	Location / owner
Acceptable Use Policy	Staff Handbook/Website
Safeguarding & Child Protection Policy	Staff Handbook/Website
Data Protection & GDPR Policy	Staff Handbook/Website
Behaviour Policy	Staff Handbook/Website
Online Safety Policy	Staff Handbook/Website



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