



METROPOLITAN BOROUGH OF CALDERDALE

Woodhouse Primary School

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Deputy Headteacher: **Mrs Smaldon**

Assistant Headteacher: **Mr Freeman**

MANAGEMENT AND GOVERNANCE DOCUMENTATION

May 2026

Statement on the use of AI in school

The use of AI at Woodhouse Primary School is guided by the Department for Education (DfE) guidance on generative AI in education (2025) and aligns with statutory safeguarding and data protection responsibilities.

<https://www.gov.uk/government/publications/generative-artificial-intelligence-in-education/generative-artificial-intelligence-ai-in-education>



Achieving Success Together

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- The school's generative AI lead is the IT Manager. They are responsible for the day-to-day leadership, ownership and management of AI use in the school. They will liaise with the data protection officer (DPO) to ensure that the use of AI is in accordance with data protection legislation.
- The Governing Body take overall responsibility for monitoring this policy and holding the headteacher to account for its implementation in line with the school's AI strategy

When using generative AI tools, staff must:

- Use only approved AI tools
- Seek advice from the data protection officer and AI lead, as appropriate
- Report safeguarding concerns to the DSL in line with our school's child protection and safeguarding policy
- Check whether they are using an open or closed generative AI tool
- Fact-check results to make sure the information is accurate

When using personal data within generative AI tools, to protect data, staff must also:

- Ensure there is no identifiable information included in what they put into open generative AI tools
- Acknowledge or reference the use of generative AI in their work

All staff play a role in ensuring that pupils understand the potential benefits and risks of using AI in their learning. All of our staff have a responsibility to guide pupils in critically evaluating AI-generated information and understanding its limitations.

- AI will be used to support, not replace, teacher-led education.
- AI tools will be selected and used only where they offer clear benefits to learning outcomes, efficiency, or accessibility.
- All AI use will comply with the school's existing safeguarding, data protection (UK GDPR), and acceptable use policies.
- AI tools will not be used without human oversight.

AI tools must be reviewed for educational benefit, accessibility, security, and data handling before being used. Below is a register of approved AI tools and periodically review their impact on teaching and learning:

List of approved AI tools

| Closed generative AI tools (may be used on personal data) | Open generative AI tools (may not be used for personal data) |
|--|---|
| Arbor – Ask Arbor, Canva, Auto Absence | Chat GPT |
| Microsoft 365 CoPilot | Google Gemini |
| The Key / Governor Hub | Notebook LM |
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