

CHANCERY EDUCATION TRUST

AI (ARTIFICIAL INTELLIGENCE) STAFF POLICY

MARCH 2026

Next Review Date: March 2027

Staff should make themselves aware of all policies and amendments or updates to policies and adhere to the same, which will be made available on relevant websites and internal data and computer systems.

Executive Summary for the AI (Artificial Intelligence) Policy

March 2026:

Purpose of the Policy

- Provides guidelines for safe, responsible use of AI by staff.
- Aims to maximise benefits (efficiency, decision-making) while minimising risks (data protection, confidentiality, ethics).

Scope

- Applies to all staff and workers (employees, contractors, volunteers, etc.).

Use of AI by Staff

- Only authorised AI tools may be used (must be approved in advance).
- Permitted uses include:
 - Lesson planning
 - Research
 - Drafting documents (guidance, training, reports)
 - Summarising information
 - Code development
 - Idea generation
- Staff must not rely solely on AI—professional judgement is required.
- Use of AI for processing personal data is currently not permitted.

Data Protection & Risk

- AI use must comply with data protection laws and confidentiality requirements.
- Risk assessments (e.g. DPIAs) are required where personal data is involved.
- Emphasis on transparency and safeguarding individuals' data.

Pupil Use of AI

- Under 13s cannot use generative AI tools.
- Students are instead taught about:
 - Benefits and risks of AI
 - Safe and ethical use
 - Digital literacy and critical thinking

Monitoring

- The Trust may monitor AI usage and content to:
 - Protect confidential information

Chancery Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- Ensure policy compliance
- Prevent misuse or unlawful activity
- Meet legal obligations (e.g. IP rights)

Breaches

- Breaching the policy can lead to disciplinary action (including dismissal).
- Applies even outside working hours or on personal devices.
- Staff must:
 - Report breaches immediately
 - Cooperate with investigations

Related Policies

- Links to key policies such as:
 - Data Protection & E-Safety
 - Code of Conduct
 - Acceptable Use
 - Privacy and Inclusion policies

Review & Compliance

- Policy is reviewed annually.
- Staff must confirm they have read and understood it.
- Reflects commitment to safeguarding children and responsible technology use.

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Background to the policy

Although Data Protection law does not specifically define or discuss the guidelines for Artificial Intelligence ('AI'), the guidance from the Information Commissioner's Office and the UK government defines it as using non-human systems to imitate human intelligence.

In this time of constant development and increased usage, there is a need to provide staff with guidelines for use and to recognise an employer's right to monitor such usage.

In preparing this policy we have sought to incorporate the latest guidance issued by the Department for Education regarding the use of generative artificial intelligence in an educational setting. This guidance can be found at:

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

Introduction

The use of AI is transforming the way individuals are working. Informed and responsible use of AI has the potential to increase efficiency and improve decision making.

With these benefits come potential risks, including data protection breaches, the protection of confidential information, ethical considerations, and compliance with wider legal obligations.

We permit the informed and responsible use of authorised AI applications by staff, in carrying out specific and authorised tasks. This policy must be complied with when using AI to carry out such tasks.

The purpose of this policy is to set out our rules on the use of AI in the workplace and how it should be adopted by staff to ensure we maximise the benefits of AI while minimising any risks or concerns.

Where personal data is used with AI applications, an ICO risk assessment and/or data protection impact assessment ('DPIA') has been carried out to ensure transparency in how AI will be used and what mitigating steps have been taken to reduce any potential risk of harm to pupils, staff and any other data subjects whose data might be shared with the authorised systems.

This policy covers all employees, officers, consultants, contractors, volunteers, interns, casual workers and agency workers.

Pupil usage of AI

The trust recognises the growing role of Artificial Intelligence (AI) in education and everyday life. However, in accordance with the terms and conditions of many generative AI companies, students under the age of 13 are not permitted to use generative AI applications. While students will not access such apps directly in school, they will be taught about AI in an age-appropriate manner, including its benefits, risks, and responsible use. Our curriculum will focus on developing digital literacy and critical thinking skills, ensuring students understand how AI works and how to engage with technology safely and ethically.

Authorised usage of AI for staff

Before using any AI applications, they must be authorised in advance by the Trust Business Management Administrator.

Authorised AI applications must only be used by staff for the following business purposes:

- (a) Drafting internal guidance, training and presentations;
- (b) Lesson planning
- (c) Conducting research
- (d) Developing code
- (e) Providing summaries and report writing
- (f) Idea generation

All other purposes must be authorised in advance the Trust Business Management Administrator.

Staff should not rely solely on the use of AI and should incorporate their own professional knowledge and expertise when using authorised AI applications.

The Academy School are yet to permit or encourage the usage of AI to process personal data at this time but are aware of the data protection responsibilities to be transparent of such usage and will update the policy as and when needed.

Monitoring

We reserve the right to monitor all content on any AI applications used for business purposes. This will only be carried out by the Academy School to comply with a legal obligation or for our legitimate business purposes, in order to:

- (a) prevent misuse of the content and protect confidential information (and the confidential information of our pupils, staff or other stakeholders);
- (b) ensure compliance with our rules, standards of conduct and policies in force;

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- (c) monitor performance at work;
- (d) ensure that staff do not use AI for any unlawful purposes or activities;
- (e) comply with legislation for the protection of intellectual property rights;

The Academy School will also conduct monitoring under our Data Security, E-Safety Policy & Acceptable Use Agreement.

Breach of this policy

Breach of this policy may, where appropriate, result in disciplinary action up to and including dismissal or termination of your employment or engagement with us.

Where disciplinary action is appropriate, it may be taken whether the breach is committed during or outside normal hours of work and whether or not use of AI is on an individual's own device or one of our devices, and whether at home, in the office or from a remote working location.

You are required to assist with any investigation into a suspected breach of this policy. This may involve providing us with access to AI applications (whether or not this is an authorised application) and any relevant passwords and login details.

You must report any breach of this policy immediately to the Trust Business Management Administrator in the first instance. We advise referring to the Academy School's current data breach policy which can be found on the Academy School website and staff shared drive.

Related Policies and Useful Information

Staff should refer to the following policies that are related to this AI Staff Policy:

- Diversity, Equity and Inclusion Policy
- Code of Conduct Policy
- Data Protection, E-Safety Policy & Acceptable Use Agreement
- Mobile Device and Smart Technology Policy
- Privacy Policy for staff.

Monitoring and Implementation Policy

The policy is reviewed annually, although the Trust may vary or amend it periodically to ensure that we fulfil our obligation around the AI (Artificial Intelligence) Staff Policy. All proposed changes to this policy would be made following the approval from the Committee. Staff are required to complete a Google Form to acknowledge they have read and understood the contents of this policy.

	Name	Date
Policy written by	Judicium/Trust/HTP	March 2025
Review by Committee	CET Board	March 2026
Approved by Committee	CET Board	July 2026
Adopted by Governing Board	LGB	October 2026
To be reviewed annually		
Review by	March 2027	

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