London Borough of Redbridge

Artificial Intelligence (AI) Policy for Schools

March 2026

1. Introduction

Artificial Intelligence (AI) is a powerful technology that is already transforming the way we work. Delivering efficiencies, improving effectiveness and empowering decision making. AI also poses significant challenges with ethical, legal and social implications. AI can make mistakes, introduce bias, misinterpret with potentially damaging consequences if left unchecked or used inappropriately. Therefore, we need to establish a clear and robust policy for the use of AI so that we are able to exploit its opportunities while avoiding its pitfalls.

This Policy sets out the essential principles and ground rules for the use of AI at Parkhill Junior School. We must keep our information safe and ensure we stay true to our core educational ethos as the use of AI develops.

2. Basic Rules and Etiquette around the use of AI

The following are some basic rules and etiquette that all staff should adhere to when using AI:

- You own what you publish – no blaming AI. AI is a support tool not your replacement. You are accountable for the content, quality and accuracy of anything that you produce or share using AI. AI is no excuse for mistakes, errors or misconduct.
- You need permission to use AI for certain purposes such as transcribing, recording or analysing meetings, personal or sensitive data. Any information captured by AI is still subject to relevant data protection legislation. Do not enter names or personal details of pupils or staff into non-propriety AI solutions.
- You must use AI in a transparent, fair and ethical manner. You should disclose the use of AI and its limitations, assumptions and uncertainties to relevant audiences. You should ensure that AI does not discriminate, exclude or harm any individual or group based on their characteristics such as age, gender, ethnicity, race disability or religion.

3. Constraints – What AI we permit and why there are restrictions

The following constraints and restrictions apply to the use of AI in school

- AI must be legal and respectful We do not permit the use of AI that contradicts or undermines our core values.
- AI tools and outputs must be safe and work well. The use of AI, as with any information system should be reliable, accurate and secure and meet the quality and performance standards and expectations we set in our polices.
- You own what you publish. AI must be used in a compliant, respectful manner with a clearly defined outcome.
- You can create with AI and add personal details later, such as when using AI to create correspondence or manipulate a dataset.

4. How will this impact ways of working in the future – what are the opportunities?

The use of AI in our school will have a significant impact on our ways of working, the requirements of our pupils and our ability to enhance our educational offer.

Whilst this is a policy document to set the ground rules around the use of AI (as opposed to an AI strategy on the way to exploit it to achieve defined outcomes) this policy discusses some of the uses of AI as context.

- AI can help us to drive efficiencies by automating routine processes, reducing costs and increasing productivity
- AI can help us to direct more resources to supporting pupils by freeing up time spent on tasks such as lesson planning
- AI can help us by increasing innovation, creativity and learning of our staff and school by enabling new ways of thinking, problem solving and collaborating
- We encourage our staff to use recommended AI tools and see what efficiencies can be achieved from the classroom to the office, with automating tasks and managing forms
- We will maintain a list of approved AI solutions as part of this policy and this will be made available to you

Solution – Examples	Approved purposes	Approved by and review date
Microsoft Copilot	Web searches, letters, reports, administrative tasks	
Gemini (Google)	Web searches, administrative tasks	
Senso	Web monitoring	
Canva	Image editing	