



storybrook

Artificial Intelligence (AI) Policy



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1. Policy statement and aims

Storyybrook recognises that artificial intelligence (AI), including generative AI, is developing rapidly and is increasingly embedded within educational technology, online services and wider society. AI has the potential to support teaching, learning, accessibility, administration and school improvement when it is used appropriately, safely and responsibly.

Storyybrook is committed to ensuring that the use of AI is lawful, ethical, transparent, proportionate and safeguarding-focused, with the welfare, safety and best interests of children at the centre of decision-making.

AI will support, but will never replace, professional judgement, human relationships, safeguarding responsibilities or accountability. Responsibility for decisions and actions remains with the individual members of staff and school leaders exercising their professional responsibilities. AI systems must not be treated as independent decision-makers in matters affecting pupils or staff.

The aims of this policy are to:

- establish clear expectations for the safe, responsible and appropriate use of AI at Storyybrook
- protect pupils, staff and the wider school community from safeguarding, privacy, security and other risks associated with AI
- establish clear arrangements for the approval and review of AI systems used for school purposes
- ensure that AI use complies with applicable safeguarding, data protection, equality, copyright and information-security requirements
- ensure appropriate human oversight of AI-supported activity and decision-making
- support staff to make informed and professionally accountable use of AI
- establish appropriate expectations for pupil use of AI
- address emerging safeguarding risks associated with generative AI, including deepfakes, synthetic media, impersonation and AI-generated sexual imagery
- ensure that pupil-facing AI is appropriately assessed for safeguarding, developmental, educational and privacy risks
- ensure that AI use is appropriately considered within Storyybrook's filtering, monitoring, online safety and cyber-security arrangements
- promote appropriate understanding of AI-generated misinformation, bias, manipulation and other limitations
- ensure that Storyybrook's approach develops in response to changes in technology, legislation, statutory guidance and identified risk.

Storyybrook recognises that AI technologies may present particular opportunities and risks for pupils with SEND and SEMH needs. AI may support accessibility, communication, scaffolding and differentiated learning, but pupils may also require additional support to understand the reliability, intent and limitations of AI-generated content and interactions. Decisions about pupil use will therefore take account of individual need, developmental understanding, vulnerability and safeguarding risk.

This policy should be read alongside Storyybrook's:

- Child Protection and Safeguarding Policy





- Online Safety Policy
- Filtering and Monitoring Policy
- Data Protection Policy and associated privacy information
- Staff Code of Conduct
- Acceptable Use arrangements
- Behaviour and Relationships Policy
- SEND Policy
- Equality Policy
- Cyber Security arrangements
- relevant curriculum, assessment and safeguarding procedures.

2. Scope

This policy applies to all members of the Storybrook community, including:

- all employees
- agency and temporary staff
- governors
- the Proprietor
- volunteers
- contractors
- visitors where they use or have access to school systems
- pupils, where appropriate.

It applies to the use of artificial intelligence for any school-related educational, safeguarding, administrative, operational or communication purpose, whether accessed through:

- school-owned or managed devices
- school networks and systems
- approved cloud-based services
- personal devices or accounts where their use for school purposes has been expressly authorised
- AI functionality embedded within existing software, applications, search engines, browsers or educational platforms.

For the purposes of this policy, AI includes generative AI and other AI-enabled systems capable of generating, analysing, adapting, predicting, recommending or manipulating content or information. This includes systems that generate or process text, images, audio, video or other forms of digital content.

The policy applies both to standalone AI products and to AI functionality incorporated into products or services already used by the school. The inclusion of AI functionality within an existing or previously approved product does not automatically mean that the AI functionality itself is approved for use.

The requirements of this policy apply to AI used directly with pupils as well as AI used by staff to support professional activity. Particular scrutiny will be applied where AI systems:

- are directly accessible to or interact with pupils
- process personal, special category or safeguarding-related information





- generate personalised content or responses
- influence decisions or recommendations affecting pupils
- generate or manipulate images, audio or video
- have the potential to expose users to harmful, inaccurate or inappropriate content
- involve automated profiling, monitoring or analysis
- introduce new safeguarding, privacy, security or developmental risks.

Staff remain subject to this policy when using AI for school-related purposes away from the school site or outside normal working hours.

Personal AI accounts or devices must not be used to circumvent Storyybrook's requirements relating to approved systems, safeguarding, confidentiality, data protection, filtering and monitoring or information security.

Nothing within this policy removes or reduces the safeguarding responsibilities of any member of staff. Where AI use gives rise to a concern about the welfare or safety of a child, Storyybrook's safeguarding and child protection procedures take precedence and the concern must be reported to the DSL in accordance with those procedures.

3. Legal and guidance framework

Storyybrook will use artificial intelligence in accordance with relevant legislation, statutory guidance and national standards. The school recognises that the legal, regulatory and technological landscape relating to AI continues to develop and will review its arrangements in response to significant changes.

This policy has been developed with regard to:

- Keeping Children Safe in Education 2026
- Working Together to Safeguard Children 2026
- Children Act 1989
- Children Act 2004
- Education Act 2002
- Independent School Standards Regulations 2014
- Counter-Terrorism and Security Act 2015 and the Prevent Duty Guidance
- Equality Act 2010
- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018
- Data (Use and Access) Act 2025
- relevant copyright, intellectual property and licensing legislation
- Department for Education guidance, Generative artificial intelligence (AI) in education
- Department for Education Generative AI: product safety standards
- Department for Education guidance on generative artificial intelligence and data protection in schools
- Department for Education Filtering and Monitoring Core Standard
- Department for Education guidance on meeting digital and technology standards in schools and colleges
- Information Commissioner's Office guidance relating to artificial intelligence and data protection.





Storyybrook will have particular regard to the safeguarding, privacy, security and developmental implications of AI use. The school recognises that AI systems may generate dynamic, personalised and real-time content and that the nature and level of risk may change as products, functionality and patterns of use develop.

Where AI systems process personal data, Storyybrook will ensure that processing is lawful, fair and transparent and that the principles of data minimisation, purpose limitation, accuracy, security and appropriate retention are applied.

A Data Protection Impact Assessment (DPIA) will be completed where required, including where proposed AI processing is likely to result in a high risk to the rights and freedoms of individuals. The school will also consider whether existing DPIAs require review where AI functionality is introduced into an existing system or where the nature or purpose of processing changes significantly.

Compliance with data protection requirements does not, by itself, establish that an AI system is suitable for educational use. Storyybrook will separately consider safeguarding, online safety, equality, information security, educational appropriateness and the potential impact on pupils' wellbeing and development.

Where an AI system is pupil-facing, Storyybrook will consider relevant Department for Education product safety standards and the age, developmental stage, SEND, vulnerabilities and individual needs of the pupils who may use or encounter the technology.

The school will ensure that its use of AI remains consistent with its wider safeguarding responsibilities. Where there is any conflict between the use of an AI system and the need to safeguard a child, the child's welfare and Storyybrook's safeguarding procedures will take precedence.

4. Definitions

For the purposes of this policy, the following definitions apply.

Artificial intelligence (AI)

Artificial intelligence refers to computer systems and technologies capable of performing tasks that would ordinarily require aspects of human intelligence. This may include systems that generate, analyse, classify, predict, recommend, adapt or manipulate information and content.

AI may be incorporated into standalone tools or embedded within existing software, applications, search engines, browsers, educational platforms and administrative systems.

Generative artificial intelligence

Generative AI is a form of artificial intelligence capable of creating new content in response to prompts or other inputs. This may include:

- text
- images
- audio





- video
- code
- presentations
- summaries
- reports
- other digital content.

Generative AI outputs may appear authoritative or convincing but can be inaccurate, incomplete, biased, misleading or fabricated. AI-generated outputs must not therefore be assumed to be factually correct or appropriate without human review.

AI system

An AI system is any application, platform, product, feature or service that uses artificial intelligence to generate, analyse, recommend, predict, classify, personalise or otherwise process content or information.

This includes AI functionality embedded within products that were not originally introduced or approved as AI systems.

Approved AI system

An approved AI system is an AI-enabled product, service or function that Storybrook has authorised for specified school-related purposes following appropriate consideration of its educational or operational purpose and associated risks.

Approval may be subject to restrictions or conditions relating to users, age groups, functions, data, supervision or intended purpose.

Approval of a system does not mean that every possible use of that system is approved.

Pupil-facing AI

Pupil-facing AI refers to an AI system or AI-enabled function that a pupil can directly access, interact with or receive personalised AI-generated content from.

Pupil-facing AI may require additional assessment because of the potential safeguarding, privacy, developmental and educational implications of children's direct interaction with AI systems.

Prompt

A prompt is an instruction, question, information, image, document or other input provided to an AI system in order to generate or influence an output.

Information entered into a prompt may be processed, stored or otherwise used by the AI provider. Staff must therefore comply with Storybrook's data protection and confidentiality requirements when entering information into AI systems.





AI-generated content

AI-generated content is text, imagery, audio, video or other material created wholly or partly through the use of artificial intelligence.

Deepfakes and synthetic media

Deepfakes and synthetic media are artificially generated or manipulated images, videos, audio recordings or other digital content that realistically depict or imitate a person, event, voice or situation that did not occur in the way represented.

Such content may be created for legitimate purposes but can also be used to impersonate, deceive, bully, harass, exploit or cause harm.

AI-generated sexual imagery

AI-generated sexual imagery includes sexual or nude imagery that has been created, altered or manipulated using artificial intelligence or other digital technology.

Where such imagery depicts, appears to depict or is presented as depicting a child, it will be treated as a safeguarding concern regardless of whether an original photograph of the child was used to create it.

Hallucination

An AI hallucination occurs where an AI system generates information that is inaccurate, fabricated or unsupported but may present it as though it were factual or reliable.

Bias

AI bias refers to systematic unfairness, distortion or stereotyping within an AI system or its outputs. Bias may arise from training data, system design, prompts or the way in which an AI system is used and may disproportionately affect particular individuals or groups.

Human oversight

Human oversight means that an appropriately authorised person retains responsibility for reviewing, evaluating and, where necessary, challenging AI-generated outputs or AI-supported recommendations before they are relied upon or acted upon.

AI does not replace professional judgement or transfer accountability from the person using the system.

Personal data

Personal data has the meaning given within UK data protection legislation and means information relating to an identified or identifiable living individual.

Special category data and other sensitive or confidential information require particularly careful consideration and must only be processed through AI systems where this is lawful,





necessary, appropriately authorised and consistent with Storyybrook's data protection arrangements.

5. Principles for the use of AI

Storyybrook recognises that artificial intelligence can provide valuable opportunities to support teaching, learning, accessibility, inclusion and efficient school operations. Its use must, however, remain consistent with the school's safeguarding responsibilities, educational purpose and values.

The following principles apply to all use of AI at Storyybrook.

Safeguarding first

The safety and welfare of pupils will remain the paramount consideration when AI is used or introduced.

AI must not be used in a way that compromises safeguarding practice, exposes pupils to avoidable harm or reduces appropriate human supervision and professional oversight.

Where AI use gives rise to a safeguarding concern, Storyybrook's safeguarding and child protection procedures will take precedence.

Human responsibility and accountability

AI will support, but will not replace, professional judgement, human relationships or professional accountability.

Individuals remain responsible for the work they produce, the decisions they make and the actions they take when using AI. Responsibility cannot be transferred to an AI system or technology provider.

AI-generated information and recommendations must be critically evaluated before they are relied upon or acted upon.

Safe, lawful and ethical use

AI must be used in ways that are:

- safe
- lawful
- ethical
- transparent
- proportionate
- secure
- inclusive
- age and developmentally appropriate
- educationally or operationally justified
- consistent with Storyybrook's safeguarding responsibilities.





AI must not be used for purposes that are harmful, deceptive, discriminatory, exploitative or otherwise inconsistent with Storyybrook's policies and values.

Educational purpose

Use of AI should have a clear and appropriate educational or operational purpose.

Technology will not be introduced simply because it is available. Storyybrook will consider whether AI provides a genuine benefit and whether that benefit can be achieved safely and proportionately.

AI should enhance rather than diminish high-quality teaching, independent thinking, creativity, communication, relationships and meaningful human interaction.

Accuracy and reliability

Storyybrook recognises that AI-generated content may be inaccurate, incomplete, outdated, biased, misleading or fabricated.

AI-generated outputs must therefore be treated with appropriate professional caution and checked against reliable sources where accuracy is important.

The apparent confidence or fluency of an AI-generated response must not be taken as evidence that the information is correct.

Transparency

AI should be used transparently where its use is relevant to pupils, parents and carers, staff or other stakeholders.

Storyybrook will seek to ensure that individuals understand when AI is being used in ways that materially affect their experience or the information provided to them.

AI-generated material must not be deliberately presented in a way that misleads others about its origin, authenticity or the extent of human involvement.

Privacy and data protection

Personal, confidential and safeguarding information must be protected when AI systems are used.

Only appropriately approved systems and processing arrangements may be used where personal data is involved, and staff must comply with Storyybrook's data protection, confidentiality and information-security requirements.

The use of an approved AI system does not automatically authorise the entry of personal or confidential information into that system.





Equality, inclusion and fairness

AI must be used in a way that promotes equality and inclusion and does not unlawfully discriminate against or disadvantage individuals or groups.

Staff must remain alert to the possibility of bias, stereotyping and discriminatory outputs and must critically evaluate AI-generated material before it is used.

Age, development and individual need

AI use involving pupils will take account of their age, developmental understanding, SEND, SEMH needs, communication needs, vulnerabilities and individual circumstances.

Storyybrook recognises that some pupils may require additional teaching, supervision or support to understand that AI systems are not people, may not always provide accurate or safe information and should not replace trusted relationships with adults.

Proportionality and risk

The level of scrutiny, assessment and control applied to an AI system will reflect the nature and level of risk associated with its intended use.

Greater scrutiny will be applied where AI:

- is directly accessible to pupils
- processes personal or sensitive information
- generates personalised responses or recommendations
- could influence decisions affecting an individual
- generates or manipulates images, audio or video
- involves automated profiling or monitoring
- presents significant safeguarding, privacy, security or developmental risks.

Continuous review

Storyybrook recognises that AI technologies and associated risks are developing rapidly.

The school will keep its use of AI under review and will respond appropriately to changes in technology, functionality, legislation, guidance and identified safeguarding or operational risk.

Where an AI product changes significantly after approval, including through the introduction of new AI functionality, Storyybrook will consider whether its approval and associated risk assessment require review.

6. Roles and responsibilities

The safe and responsible use of artificial intelligence is a shared responsibility. All members of the Storyybrook community must use AI in accordance with their role, this policy and the school's wider safeguarding, data protection, online safety and information-security arrangements.





The Proprietor

The Proprietor has overall responsibility for ensuring that Storyybrook meets its statutory and regulatory responsibilities in relation to the use of AI.

The Proprietor will:

- ensure appropriate oversight of the school's approach to AI
- seek assurance that AI-related safeguarding, data protection, equality and information-security risks are appropriately managed
- ensure that appropriate policies, systems and controls are in place
- ensure that significant AI-related risks are considered within the school's wider risk-management arrangements
- ensure that the Headteacher has appropriate authority and resources to implement this policy
- receive appropriate assurance regarding significant AI-related incidents, developments and risks.

Governing Body

The Governing Body provides strategic oversight, support and challenge in relation to the school's use of AI.

Governors will:

- monitor the implementation and effectiveness of this policy
- seek assurance that AI is being used safely, lawfully and appropriately
- consider AI-related safeguarding, online safety, data protection and equality risks as part of relevant governance activity
- seek assurance that appropriate approval, risk-assessment and review arrangements are in place
- ensure that the use of AI remains consistent with Storyybrook's ethos and educational purpose
- undertake appropriate training to support effective oversight.

The Governing Body does not assume the operational responsibilities of the Headteacher, DSL or other members of staff.

Headteacher

The Headteacher has operational responsibility for the implementation of this policy and for establishing an appropriate whole-school approach to AI.

The Headteacher will:

- ensure that this policy is implemented consistently
- determine or oversee arrangements for the approval of AI systems used for school purposes
- ensure that appropriate safeguarding, data protection, security and educational considerations inform decisions about AI use





- ensure that appropriate risk assessments and Data Protection Impact Assessments are completed where required
- maintain oversight of the school's approved AI systems and associated restrictions or conditions
- ensure that staff understand their responsibilities when using AI
- ensure that appropriate training and guidance are provided
- ensure that significant changes to AI products or their use trigger appropriate review
- ensure that concerns, breaches or incidents relating to AI are responded to appropriately
- report significant matters to the Proprietor and Governing Body where appropriate.

The Headteacher may delegate specific aspects of AI assessment, approval, monitoring or review to appropriately competent individuals but retains overall operational oversight.

Designated Safeguarding Lead

The DSL has lead responsibility for safeguarding concerns arising from the use or misuse of AI.

The DSL will:

- ensure that AI-related safeguarding risks are considered within the school's wider safeguarding and online safety arrangements
- provide advice on safeguarding implications when pupil-facing or potentially higher-risk AI systems are considered
- respond to safeguarding concerns involving AI in accordance with Storyybrook's safeguarding procedures
- ensure that concerns involving deepfakes, synthetic media, impersonation, exploitation, grooming, harassment or AI-generated sexual imagery are appropriately assessed and managed
- consider the safeguarding needs of all children involved in an AI-related incident
- liaise with children's social care, the police or other relevant safeguarding agencies where appropriate, and follow Storyybrook's managing allegations procedures, including consultation with the LADO where the concern relates to an adult working with children
- contribute to relevant filtering and monitoring reviews and consideration of AI-enabled services
- ensure that emerging AI-related safeguarding risks are reflected in staff training and pupil education where appropriate.

The DSL is not expected to undertake technical investigations into suspected harmful or illegal AI-generated content. Safeguarding concerns will be managed in accordance with appropriate procedures and external advice where required.

Data protection responsibility

The school will ensure that appropriate data protection advice and oversight are available when AI systems process, or may process, personal data.

This will include:

- considering the lawful basis and purpose for processing
- determining whether a DPIA is required





- considering data minimisation, retention, security and transparency
- reviewing relevant provider privacy information and contractual arrangements
- considering whether information entered into an AI system may be retained, shared or used to train or improve AI models
- advising on significant changes to existing AI-related processing.

Data protection approval does not, by itself, establish that an AI system is educationally or safeguarding-appropriate.

IT support

Those responsible for IT support will contribute technical expertise where appropriate, including in relation to:

- cyber security
- account and access controls
- system configuration
- technical safeguards
- filtering and monitoring
- provider security arrangements
- implementation of approved AI systems
- significant changes to AI functionality within existing systems.

Technical suitability does not, by itself, constitute approval for educational or pupil-facing use.

All staff

All staff are responsible for their own use of AI.

Staff must:

- comply with this policy and related Storybrook policies
- use AI only for appropriate school-related purposes
- use approved systems where approval is required
- comply with any restrictions or conditions attached to an approved system
- protect personal, safeguarding and confidential information
- critically review AI-generated outputs before using or sharing them
- check important factual information against appropriate reliable sources
- remain professionally accountable for work produced with the assistance of AI
- maintain appropriate professional boundaries when using AI
- report safeguarding concerns immediately in accordance with Storybrook's safeguarding procedures
- report suspected data protection, cyber-security or confidentiality breaches promptly
- seek advice where they are unsure whether a particular use of AI is appropriate.

Staff must not assume that an AI system is safe, accurate or approved simply because it is widely available, free to use or incorporated into an existing product.





Pupils

Pupils will be expected to use AI only where its use has been permitted by Storyybrook and in accordance with their age, understanding and individual needs.

Where pupils use AI, they will be supported to understand:

- when and how AI may be used
- that AI-generated information may be inaccurate or misleading
- the importance of not sharing personal or private information
- expectations relating to honesty and academic integrity
- that AI must not be used to bully, threaten, impersonate, exploit or harm others
- how to seek help if AI-generated content or interactions make them worried, uncomfortable or unsafe.

Expectations for pupil use are set out further in section 10.

Parents and carers

Storyybrook will seek to support parents and carers to understand the school's approach to AI where appropriate.

Parents and carers are encouraged to:

- reinforce safe and responsible technology use
- discuss with their child the risks associated with sharing personal information with AI systems
- encourage their child to seek help where AI-generated content or interactions cause concern
- raise concerns with the school where they become aware of potentially harmful AI use affecting a pupil.

7. Human oversight and accountability

Storyybrook recognises that artificial intelligence can support professional practice but cannot replace professional judgement, accountability or human relationships.

The use of AI does not transfer responsibility for a decision, action, communication or piece of work to the AI system or its provider. The individual using AI remains professionally responsible for determining whether its output is accurate, appropriate and suitable for the intended purpose.

Human oversight

AI-generated outputs must be subject to appropriate human review before they are relied upon, acted upon or shared.

The level of human oversight required will reflect the nature and potential impact of the task. Greater scrutiny must be applied where AI-generated information could affect:

- safeguarding or child protection





- a pupil's education, provision or support
- SEND identification, assessment or provision
- behaviour or disciplinary action
- attendance
- admissions
- assessment or reporting
- wellbeing or mental health
- equality or accessibility
- complaints
- staffing or employment matters
- any other significant decision affecting an individual.

AI must not make autonomous decisions in these areas.

Safeguarding decisions

AI must never be used as a substitute for professional safeguarding judgement.

AI must not independently:

- determine whether a child is at risk
- assess the credibility or significance of a disclosure
- decide whether a safeguarding concern should be reported
- determine whether a referral should be made
- decide whether statutory safeguarding thresholds have been met
- determine the outcome of a safeguarding investigation
- replace consultation with the DSL or relevant safeguarding agencies.

Where AI is used for an administrative purpose connected with safeguarding, such as helping to structure non-identifiable information, responsibility for the accuracy, appropriateness and subsequent safeguarding action remains entirely with the relevant professional.

Personal, identifiable or safeguarding information must not be entered into an AI system unless that specific processing is lawful, necessary and expressly permitted within Storyybrook's approved arrangements.

Professional judgement

Staff must critically evaluate AI-generated content rather than accepting it at face value.

Before using AI-generated information, staff should consider:

- whether it is factually accurate
- whether important information may have been omitted
- whether the output contains assumptions or unsupported conclusions
- whether it demonstrates bias or stereotyping
- whether it is appropriate for the intended audience
- whether it reflects the individual circumstances and needs of the pupil
- whether information should be checked against an authoritative or primary source
- whether professional expertise or consultation with another person is required.





Where there is uncertainty, professional judgement and reliable source material must take precedence over the AI-generated output.

Decisions affecting individuals

AI may assist staff with administrative or preparatory tasks but must not be relied upon as the sole basis for decisions that have a significant effect on a pupil, parent, carer or member of staff.

Where AI contributes to a decision-making process, the responsible person must be able to understand, review and, where appropriate, challenge the information or recommendation produced.

Staff must not present an AI-generated recommendation as though it represents an independent professional assessment.

Professional records and documentation

AI may be used to support drafting, summarising or organising information only where this is permitted under Storybrook's approved arrangements.

Where AI assists in producing professional documentation, the responsible member of staff must:

- review the complete output
- correct inaccuracies and inappropriate assumptions
- ensure that the final record accurately reflects the known evidence
- ensure that professional opinions are genuinely those of the responsible professional
- ensure that confidentiality and data protection requirements have been met
- take responsibility for the final document.

AI must not fabricate, infer or embellish evidence, observations, professional opinions or events within school records.

Communication

Where AI is used to support the drafting of communications, staff remain responsible for ensuring that the final communication is accurate, appropriate, professional and consistent with Storybrook's values.

Particular care must be taken with sensitive communications involving safeguarding, SEND, complaints, behaviour, wellbeing, bereavement or other personal circumstances.

AI should not replace direct, sensitive human communication where professional judgement indicates that personal contact is more appropriate.

Accountability

The person responsible for a decision or piece of work remains accountable regardless of whether AI has been used to assist them.





Staff must therefore be able to explain and justify decisions made within their professional role without relying on the fact that an AI system generated or recommended a particular response.

Where an AI-generated output appears unsafe, discriminatory, inappropriate, inaccurate or inconsistent with professional knowledge, it must not be used simply because it was produced by an approved system.

8. Approval and risk assessment of AI systems

Storyybrook will maintain appropriate oversight of AI systems used for school purposes. AI systems must not be introduced or used simply because they are publicly available, widely used or included within an existing product.

Staff must only use AI systems for school-related purposes where their use has been approved by Storyybrook or otherwise expressly authorised by the Headteacher.

Approval of AI systems

Before approving an AI system, Storyybrook will consider whether there is a clear educational or operational purpose for its use and whether the anticipated benefits are proportionate to the associated risks.

The level of assessment will reflect the nature of the system and its intended use. Consideration will include, where relevant:

- the intended purpose and anticipated benefit
- whether the system is staff-facing or pupil-facing
- the age, developmental stage, SEND, SEMH needs and vulnerabilities of intended users
- safeguarding and online safety risks
- age restrictions and the provider's terms of use
- the potential for users to generate or encounter harmful, inappropriate, misleading or discriminatory content
- filtering, moderation, reporting and monitoring capabilities
- privacy and data protection
- what information is collected, processed, retained or shared
- whether information entered into the system may be used to train or improve AI models
- information security and cyber-security arrangements
- account and access controls
- risks relating to bias, discrimination and stereotyping
- copyright and intellectual property implications
- risks relating to deepfakes, synthetic media, impersonation and manipulated content
- the potential impact on pupils' cognitive, emotional and social development and mental health
- the potential for manipulation, over-reliance or inappropriate anthropomorphism
- compatibility with Storyybrook's filtering and monitoring arrangements
- relevant Department for Education Generative AI Product Safety Standards.

Approval may be subject to restrictions or conditions relating to particular users, purposes, year groups, functions, supervision arrangements or types of information that may be processed.





Pupil-facing AI

Additional scrutiny will be applied before an AI system is made directly available to pupils.

Storybrook will consider:

- whether direct pupil access is necessary to achieve the intended educational benefit
- whether the system is appropriate for the age and developmental understanding of the pupils
- the individual needs and vulnerabilities of the pupils who may use it
- how pupils may understand or interpret interactions with the system
- whether pupils could mistake AI-generated responses for authoritative, factual or human advice
- the risk of inappropriate emotional reliance or attachment
- the potential for manipulation or persuasive interaction
- the nature of content pupils may generate or encounter
- how harmful or inappropriate content is prevented, identified and reported
- what adult supervision is required
- how use will be incorporated within Storybrook's filtering and monitoring arrangements
- what pupils need to be taught before accessing the system.

Pupil access must not be enabled until Storybrook is satisfied that appropriate safeguards are in place.

Risk assessment

AI systems must be approved in accordance with this section before use where approval is required.

Storybrook will consider the safeguarding, data protection, information-security, equality, educational and age-appropriateness implications of proposed AI use.

A documented risk assessment and/or Data Protection Impact Assessment (DPIA) will be completed where required by the nature of the system, processing or identified level of risk.

Where an AI system presents significant safeguarding, privacy, security or developmental risks that cannot be adequately mitigated, it will not be approved for that use.

Data protection assessment

Where an AI system will process or may process personal data, Storybrook will consider whether the proposed processing is lawful, necessary, proportionate and appropriately transparent.

Approval of an AI system does not, in itself, authorise the processing of personal data.

Staff may only enter personal data into an AI system where the processing is necessary, lawful and permitted within Storybrook's approved arrangements for that system.

Where required, the school will seek appropriate data protection advice and complete or review a DPIA before processing begins.





Filtering and monitoring

Storybrook recognises that generative AI may produce dynamic, personalised and real-time content that can present challenges for conventional filtering and monitoring systems.

Before pupil-facing AI or other relevant AI-enabled services are introduced, Storybrook will consider whether its filtering and monitoring arrangements can appropriately manage the nature of the content and associated safeguarding risks.

Where an AI-enabled product cannot be appropriately managed within Storybrook's safeguarding, filtering and monitoring arrangements, pupil access will not be permitted unless adequate alternative safeguards can be established.

Approved AI systems register

Storybrook will maintain a proportionate record of AI systems approved for school use.

The register will identify, where appropriate:

- the AI system or product
- its approved purpose
- whether it is approved for staff and/or pupil use
- any age or user restrictions
- any conditions or limitations on use
- relevant safeguarding and data protection considerations
- whether a risk assessment or DPIA is required or has been completed
- the person authorising its use
- the date of approval
- the date or trigger for review.

The Approved AI Systems Register will be maintained as a live operational record rather than as an appendix to this policy.

Changes to approved systems

Approval applies to the system, functionality and intended use considered at the time of approval.

An approved system will be reconsidered where there is a significant change to:

- its functionality
- its AI capabilities
- its provider or contractual arrangements
- its privacy or data-processing arrangements
- its intended use
- the users who will access it
- identified safeguarding or security risks
- relevant legislation or national guidance.

Storybrook may restrict, suspend or withdraw approval at any time where new information or identified risk indicates that continued use may no longer be appropriate.





Unapproved AI systems

Staff must not introduce or use an unapproved AI system for school-related purposes where approval is required under this policy.

Where a member of staff wishes to use a system that has not previously been approved, they must seek authorisation before using it for school business or with pupils.

Staff must not circumvent Storyybrook's approval arrangements by using personal accounts, personal devices or alternative AI services.

Where previously unapproved or unauthorised AI use is identified, Storyybrook will consider any safeguarding, data protection, confidentiality or cyber-security implications and take appropriate action.

Accountability following approval

Approval of an AI system does not mean that every possible use of that system is approved.

Staff remain responsible for ensuring that each use is appropriate, necessary and consistent with:

- the purpose for which the system was approved
- any restrictions or conditions attached to its use
- this policy
- Storyybrook's wider policies and procedures
- their own professional responsibilities.

Approval of an AI system does not transfer professional responsibility or accountability to the technology provider or AI system.

9. Staff use of AI

Storyybrook recognises that appropriately used AI can support staff with aspects of teaching, planning, administration, communication and professional development. AI should be used to enhance professional practice and efficiency, not to replace professional expertise, judgement, creativity or relationships.

Staff remain professionally accountable for all work undertaken with the assistance of AI.

Appropriate use

Subject to the approval requirements set out in section 8, staff may use AI to support appropriate professional activities such as:

- generating initial ideas or suggestions
- supporting lesson and curriculum planning
- developing or adapting teaching resources
- suggesting questions, activities or examples
- supporting differentiation and accessibility
- adapting the presentation or readability of materials





- generating non-identifiable model examples
- supporting administrative tasks
- helping to structure or summarise non-sensitive information
- supporting professional reflection and development
- drafting routine communications where appropriate.

These examples do not constitute automatic approval for a particular AI system or use. Staff must comply with any restrictions or conditions attached to an approved system.

Professional responsibility

AI-generated material must not be used without appropriate human review.

Before using, sharing or relying upon AI-generated content, staff must consider whether it is:

- accurate
- current
- appropriate
- unbiased and non-discriminatory
- suitable for the age, needs and circumstances of the intended pupils
- consistent with Storybrook's curriculum and educational approach
- appropriately referenced or attributed where required
- compliant with copyright and intellectual property requirements
- safe and consistent with Storybrook's safeguarding responsibilities.

Staff must correct, adapt or reject AI-generated material where necessary.

Teaching and curriculum materials

Where AI is used to assist with teaching or curriculum materials, staff must ensure that the final resource reflects the intended curriculum, appropriate subject knowledge and the needs of the pupils who will encounter it.

Staff must remain alert to:

- factual inaccuracies or fabricated information
- inappropriate vocabulary or concepts
- stereotypes and discriminatory assumptions
- cultural or contextual inaccuracies
- unsuitable or harmful content
- inappropriate levels of challenge
- material that does not reflect Storybrook's curriculum expectations
- content that could undermine equality, inclusion or safeguarding.

AI-generated teaching materials should not be assumed to be suitable simply because they appear professionally presented or educational in tone.





Personal, confidential and safeguarding information

Staff must not enter personal, confidential, special category or safeguarding information into an AI system unless that specific processing is expressly permitted within Storyybrook's approved arrangements for the system.

This includes information relating to pupils, parents and carers, staff and other identifiable individuals.

Particular caution must be exercised with information relating to:

- safeguarding concerns and disclosures
- SEND and EHCP information
- health and medical information
- behaviour and incidents
- attendance
- family circumstances
- social care involvement
- assessments and reports
- complaints
- staff employment or HR matters.

Removing a person's name does not necessarily make information anonymous. Staff must consider whether an individual could still be identified from the remaining information or combination of details.

Where staff are unsure whether information may lawfully and appropriately be entered into an AI system, they must seek advice before doing so.

Professional records, reports and assessments

AI may support the drafting or organisation of professional documentation where this is permitted, but it must not replace the professional assessment or judgement of the person responsible for the record.

Staff must not use AI to:

- fabricate observations, evidence or events
- generate professional opinions that have not genuinely been reached by the responsible professional
- invent pupil progress or assessment information
- create records of conversations or meetings that did not occur
- alter the meaning of safeguarding or other significant information
- present AI-generated assumptions as established fact.

Where AI has supported the drafting of a professional record, the responsible member of staff must review the complete document and take responsibility for its accuracy and content.





Communications

AI may be used to support the drafting of appropriate communications, but staff remain responsible for the final communication.

Before sending AI-assisted correspondence, staff must ensure that it:

- is factually accurate
- reflects the intended message
- is appropriately personalised
- maintains professional standards
- does not disclose information inappropriately
- is sensitive to the circumstances of the recipient.

Particular care must be taken where communications concern safeguarding, SEND, behaviour, complaints, bereavement, family circumstances or other sensitive matters.

AI should not be used as a substitute for direct human communication where personal contact is more appropriate.

Images, audio and other generated media

Staff must not use AI to create, manipulate or distribute content involving pupils, staff or members of the Storybrook community in a way that is deceptive, harmful, humiliating, sexualised, discriminatory or inconsistent with professional standards.

Images, recordings or other identifiable information relating to pupils must not be uploaded to AI systems unless this has been specifically approved and complies with Storybrook's safeguarding, consent, privacy and data protection arrangements.

Further requirements relating to deepfakes, synthetic media and AI-generated sexual imagery are set out in section 13.

Prohibited staff use

Staff must not use AI to:

- make autonomous safeguarding or child protection decisions
- make significant decisions about pupils or staff without appropriate human judgement and oversight
- generate, alter or fabricate evidence
- impersonate another person deceptively
- create harmful, abusive, discriminatory or sexually inappropriate material
- generate or manipulate sexual imagery involving or appearing to involve a child
- circumvent Storybrook's safeguarding, filtering, monitoring or security arrangements
- enter information into an AI system contrary to Storybrook's data protection requirements
- use personal AI accounts or devices to bypass the school's AI approval arrangements
- present AI-generated work as independently verified professional evidence
- use AI in any way that breaches the law, professional standards or Storybrook's policies.





Personal accounts and devices

The use of a personal account or device does not remove an individual's professional responsibilities.

Staff must not use personal AI accounts or personal devices to undertake school-related AI activity that would not be permitted through Storyybrook's approved systems.

School information must not be transferred to a personal AI account as a means of circumventing restrictions on an approved school system.

Reporting concerns

Staff must report promptly:

- safeguarding concerns arising from AI use to the DSL
- suspected personal data breaches in accordance with Storyybrook's data protection procedures
- suspected cyber-security or information-security incidents through the appropriate school route
- harmful or inappropriate AI-generated content encountered through school systems
- significant concerns about the safety or behaviour of an approved AI system
- previously unidentified or unauthorised AI use that may present a risk.

Where there is uncertainty about whether an AI use is appropriate, staff should seek advice before proceeding.

10. Pupil use of AI

Storyybrook recognises that artificial intelligence will form part of the digital world in which pupils grow, learn and participate. Pupils should therefore be supported to develop an age-appropriate understanding of AI, including its opportunities, limitations and risks.

Pupil use of AI at Storyybrook will be carefully managed and will reflect pupils' age, developmental understanding, SEND, SEMH needs, vulnerabilities and individual circumstances.

Access to AI

Pupils may only access AI systems:

- that have been approved by Storyybrook for pupil use
- for an appropriate educational purpose
- in accordance with any age restrictions or provider terms of use
- with the level of adult supervision determined appropriate by the school
- through appropriate school systems, accounts and devices
- in accordance with Storyybrook's Acceptable Use, Online Safety and Filtering and Monitoring arrangements.

The fact that an AI system is freely available online does not mean that pupils are permitted to access or use it at school.





Where an AI system has been approved for staff use, this does not automatically mean that it is approved for pupil use.

Educational use

Where AI is used with pupils, it should have a clear educational purpose and support rather than replace high-quality teaching, independent thinking, creativity, problem-solving and meaningful interaction.

AI may, where appropriate, be used to support:

- exploration of ideas
- vocabulary and communication
- accessibility
- scaffolding
- retrieval and questioning
- feedback and reflection
- creativity
- digital literacy
- understanding of how AI works and how it may affect everyday life.

AI should not routinely be used to complete work that a pupil is expected to undertake independently.

AI literacy

Storyybrook will support pupils to develop an age-appropriate understanding of AI.

Pupils will be taught, where appropriate, that:

- AI systems are computer technologies and are not people
- AI-generated responses may sound confident while being inaccurate
- AI can generate false or fabricated information
- AI may reproduce bias, stereotypes or inappropriate material
- not everything generated by AI should be trusted
- personal or private information should not be shared with AI systems
- AI-generated images, audio and video may not represent real events or people accurately
- AI can be used to manipulate, deceive or impersonate others
- the use of AI does not remove responsibility for their own behaviour
- they should seek help from a trusted adult if something generated by or involving AI worries, confuses or upsets them.

Teaching will be adapted to pupils' age, communication needs, developmental understanding and individual vulnerabilities.

Personal information and privacy

Pupils must not enter personal, private, confidential or sensitive information about themselves or another person into an AI system unless this forms part of a specifically approved and appropriately supervised activity.





Pupils will be supported to understand that information shared with an AI system may not remain private and should not assume that an AI interaction is confidential.

They will be taught not to share information such as:

- full names and contact information
- home addresses
- passwords or login details
- private photographs or recordings
- health or safeguarding information
- information about family circumstances
- personal information about other pupils or staff.

Accuracy and critical thinking

Pupils will be supported to question and evaluate AI-generated information rather than accepting it automatically.

Depending on their age and understanding, pupils will be taught to consider:

- whether information makes sense
- whether it can be checked using another reliable source
- whether an AI system may have invented information
- whether an output contains stereotypes or unfair assumptions
- whether an image, recording or video may have been generated or manipulated
- when they need to ask an adult for help.

Academic integrity

Pupils must be honest about their use of AI.

Where a task is intended to assess a pupil's own knowledge, understanding or skill, AI must not be used to complete the task unless its use has been specifically permitted.

Pupils must not use AI to:

- produce work and present it as entirely their own where this has not been permitted
- avoid completing learning that they are expected to undertake themselves
- fabricate evidence, sources, quotations or research
- misrepresent their knowledge or understanding.

Expectations will be explained in a way that is appropriate to the pupil's age and understanding.

Prohibited and harmful use

Pupils must not use AI to:

- bully, harass, threaten or intimidate another person
- impersonate another person
- create or spread false or malicious information about another person





- generate abusive, hateful, discriminatory or sexually inappropriate material
- create, request, alter or share sexual or nude imagery involving or appearing to involve a child
- manipulate photographs, recordings or videos of another person without appropriate permission
- create harmful deepfakes or other deceptive synthetic media
- facilitate grooming, exploitation or coercion
- encourage self-harm, violence or other harmful behaviour
- circumvent filtering, monitoring or other school security arrangements
- access content that would otherwise be prohibited by Storyybrook
- use AI in any other way intended to cause harm, distress, humiliation or deception.

AI relationships and emotional reliance

Storyybrook recognises that some AI systems are designed to communicate in ways that appear conversational, relational or human.

Pupils will be supported to understand that AI systems:

- do not have feelings or human relationships
- should not be treated as trusted adults or friends
- may generate inappropriate, inaccurate or unsafe advice
- should not replace seeking help from parents, carers, school staff or other trusted adults.

Storyybrook will consider the risk of emotional reliance, manipulation or inappropriate anthropomorphism when determining whether pupil-facing AI systems are suitable for use.

Supervision and support

The level of supervision provided during pupil use of AI will reflect the system being used, the purpose of the activity and the needs of the pupils involved.

Where appropriate, staff will:

- model safe and responsible use
- establish clear expectations before pupils access AI
- support pupils to construct appropriate prompts
- discuss and critically evaluate AI-generated responses
- help pupils distinguish between reliable and unreliable information
- reinforce privacy and safeguarding expectations
- intervene where use becomes inappropriate or unsafe.

Responding to concerns

Pupils will be encouraged to tell a trusted adult if they:

- encounter harmful, frightening, sexual or inappropriate AI-generated content
- are asked by another person to create or share harmful AI-generated material
- receive AI-generated images, audio or video that make them uncomfortable
- believe someone is using AI to impersonate, bully, threaten or embarrass them
- have shared information through an AI system that they are worried about





- are concerned about their own or another pupil's use of AI.

Pupils will not be discouraged from reporting a concern because they initially accessed or used AI inappropriately.

Where pupil use of AI gives rise to a safeguarding concern, staff must respond in accordance with Storyybrook's safeguarding procedures and report the matter to the DSL.

11. Educational use of AI

Storyybrook recognises that artificial intelligence may provide opportunities to enhance teaching and learning when it is used purposefully, safely and with appropriate professional oversight.

The use of AI within education must have a clear educational rationale. AI should support high-quality teaching and learning rather than replace teacher expertise, meaningful interaction, independent thinking or the development of knowledge and skills.

Principles for educational use

When considering the use of AI to support teaching and learning, staff should consider:

- the intended educational purpose
- whether AI adds meaningful value to the learning
- the age and developmental understanding of pupils
- pupils' SEND, SEMH needs, communication needs and individual vulnerabilities
- the level of adult support and supervision required
- whether use supports or undermines the intended learning objective
- the accuracy, quality and appropriateness of AI-generated material
- safeguarding, privacy and data protection implications
- equality, accessibility and potential bias
- whether pupils are developing appropriate independence rather than unnecessary reliance on AI.

AI should not be used where its use would undermine the purpose of the learning activity or prevent staff from accurately understanding what a pupil knows, understands or can do.

Planning and resource development

Approved AI systems may be used by staff to support aspects of curriculum planning and resource development.

This may include:

- generating initial ideas for learning activities
- suggesting questions or examples
- supporting adaptation and scaffolding
- developing vocabulary or discussion prompts
- generating model or practice materials
- adapting the presentation or readability of resources
- supporting accessibility





- generating ideas for retrieval and reinforcement.

AI-generated materials must be reviewed by the responsible member of staff before they are used with pupils.

Staff must ensure that materials:

- are factually accurate
- are appropriately challenging
- reflect Storyybrook's curriculum intent and sequencing
- do not introduce misconceptions
- use appropriate language and representations
- are inclusive and non-discriminatory
- are appropriate for the age, needs and vulnerabilities of pupils
- do not expose pupils to inappropriate or harmful content.

Teaching and learning

AI may be incorporated into learning activities where it has been appropriately approved and where its use contributes meaningfully to the intended learning.

Staff should make clear to pupils when and why AI is being used and should support them to understand its limitations.

Where appropriate, AI may itself become an object of learning. Pupils may be supported to:

- explore how AI-generated responses are created and used
- identify inaccurate or fabricated information
- compare AI-generated information with reliable sources
- identify bias or stereotyping
- distinguish authentic and AI-generated or manipulated media
- consider ethical questions relating to AI
- understand privacy and data protection
- develop appropriate prompting and critical-evaluation skills
- consider when AI use is and is not appropriate.

Teaching about AI will be adapted to pupils' age, developmental understanding and individual needs.

SEND, SEMH and accessibility

Storyybrook recognises that AI may provide particular opportunities to support accessibility and inclusion.

Appropriate uses may include supporting:

- communication
- vocabulary
- comprehension
- organisation
- scaffolding





- alternative ways of presenting information
- accessibility of learning materials
- generation of appropriately differentiated examples or practice.

However, AI must not be used as a substitute for understanding a pupil's individual needs or providing appropriate specialist support, reasonable adjustments, interventions or human relationships.

Staff must remain alert to the possibility that pupils with particular communication, social understanding, emotional regulation or cognitive needs may interpret AI-generated information or interactions differently.

Any use of AI to support an individual pupil must therefore remain responsive to that pupil's assessed needs and professional knowledge of the child.

Assessment and feedback

AI may support aspects of assessment administration, resource development or preparation where appropriately approved, but professional responsibility for assessment remains with school staff.

AI must not be relied upon to make autonomous judgements about:

- pupil attainment
- progress
- ability
- SEND
- behaviour
- wellbeing
- provision
- educational placement.

Where AI is used to assist with feedback, the responsible member of staff must ensure that the feedback is accurate, appropriate, meaningful and genuinely reflects the pupil's work and learning needs.

Staff must retain sufficient direct knowledge of pupils' work to make reliable professional judgements about their attainment and progress.

Further expectations relating to academic integrity are set out in section 15.

Maintaining independence and avoiding over-reliance

AI should not routinely complete cognitive work that pupils need to undertake in order to learn.

Staff should consider whether AI use could reduce opportunities for pupils to:

- retrieve knowledge
- practise essential skills
- think independently





- persevere with challenge
- develop creativity
- communicate their own ideas
- solve problems
- develop confidence and independence.

Where AI provides scaffolding, staff should consider how that support will be reduced or removed as pupils develop greater independence.

Teacher-pupil relationships

Storybrook places high value on trusted, consistent relationships between pupils and adults.

AI must not replace:

- teacher explanation and modelling
- professional knowledge of individual pupils
- relational support and co-regulation
- meaningful feedback and dialogue
- pastoral support
- safeguarding conversations
- therapeutic or specialist support
- opportunities for pupils to seek help from trusted adults.

Technology should enhance educational relationships rather than displace them.

Evaluation of educational impact

The school will consider the effectiveness of AI use as part of its wider evaluation of teaching, learning and curriculum implementation.

Where appropriate, Storybrook will consider:

- whether the intended educational benefit has been achieved
- pupil engagement and understanding
- impact on independence
- accessibility and inclusion
- staff experience
- any unintended consequences
- safeguarding or wellbeing concerns
- whether continued use remains proportionate and appropriate.

AI use that does not provide sufficient educational benefit, or that creates risks that outweigh those benefits, may be modified or discontinued.

12. Safeguarding and online safety

Storybrook recognises that artificial intelligence can create and amplify safeguarding and online safety risks. These risks may arise through pupils' direct use of AI, the actions of other individuals, AI-generated or manipulated content, or AI functionality embedded within online platforms and services.





The welfare and safety of pupils will remain the paramount consideration. AI-related concerns will be managed within Storyybrook's established safeguarding and child protection arrangements and will not be treated solely as technology or behaviour issues.

AI-related safeguarding risks

Potential safeguarding risks associated with AI include:

- exposure to harmful, inappropriate, sexual, violent or extremist content
- bullying, harassment or intimidation using AI-generated content
- deepfakes and other forms of synthetic or manipulated media
- AI-generated sexual or nude imagery
- image-based abuse
- impersonation and identity misuse
- grooming, coercion and sexual or criminal exploitation
- misinformation and deliberately deceptive content
- discriminatory, hateful or prejudicial content
- content promoting self-harm, suicide, eating disorders, violence or other harmful behaviour
- AI-generated scams, fraud or attempts to obtain personal information
- manipulation or persuasive interaction
- inappropriate emotional reliance on conversational AI
- the disclosure or misuse of personal, private or safeguarding information
- attempts to circumvent filtering, monitoring or other protective systems.

The nature of AI means that harmful content may be generated rapidly, personalised to an individual and presented in a convincing or realistic form.

Reporting concerns

Any member of staff who becomes aware of an AI-related safeguarding concern must report it immediately to the DSL or a DDSL in accordance with Storyybrook's Child Protection and Safeguarding Policy.

Staff must not delay reporting because:

- the content may have been artificially generated
- no original photograph, video or recording appears to exist
- the pupil initially used AI inappropriately
- the incident occurred outside school
- the technology or platform involved is unfamiliar
- the member of staff is uncertain whether an offence has occurred.

The DSL will determine the appropriate safeguarding response and whether advice, referral or involvement from children's social care, the police, LADO or another relevant agency is required.





Responding to harmful AI-generated content

Where staff become aware of suspected AI-generated sexual imagery, abusive deepfakes or other potentially harmful synthetic media involving a child, they must report the concern immediately to the DSL and must not undertake their own investigation.

Staff must not unnecessarily:

- view potentially illegal or abusive imagery
- forward or share it
- copy it
- download it
- screenshot it
- ask a pupil to send or display it
- reproduce it using another device or system.

The DSL will determine the appropriate response in accordance with safeguarding procedures and relevant guidance.

Where appropriate, the DSL will consider:

- the immediate safety and welfare of the child or children involved
- whether imagery or other content may constitute illegal material
- whether there is evidence of coercion, exploitation, grooming, threats or blackmail
- the need to preserve relevant evidence without unnecessarily reproducing harmful content
- whether devices or accounts require appropriate safeguarding action
- whether parents or carers should be informed
- whether external safeguarding or law-enforcement advice is required
- the support required by all children involved.

Detailed arrangements relating specifically to deepfakes, synthetic media and AI-generated sexual imagery are set out in section 13.

Safeguarding all children involved

Storybrook will avoid making assumptions about the role, motivation or intent of a child involved in an AI-related incident.

A pupil who creates, requests, possesses or shares harmful AI-generated content may also be experiencing:

- coercion
- exploitation
- grooming
- peer pressure
- threats or blackmail
- bullying
- social or emotional vulnerability
- limited understanding of the implications of their actions.





The safeguarding needs of all children involved will therefore be considered, including children who may initially appear to have caused or contributed to the incident.

Where behaviour has caused harm, Storyybrook may respond through its Behaviour and Relationships Policy alongside, but never instead of, an appropriate safeguarding response.

Child-on-child abuse

AI may be used as a means of facilitating child-on-child abuse.

This may include using AI to:

- create sexual or humiliating content involving another pupil
- alter genuine photographs or recordings
- create convincing fake images, audio or video
- impersonate another pupil
- spread rumours or false allegations
- threaten, intimidate or blackmail
- target an individual's protected characteristics
- facilitate sexual harassment or sexual violence.

Such behaviour will be considered within Storyybrook's child-on-child abuse procedures. The fact that content is artificially generated does not reduce the seriousness of the potential harm.

AI-generated sexual imagery

Any AI-generated, manipulated or synthetic sexual imagery involving, appearing to involve or being presented as involving a child will be treated as a safeguarding concern.

Staff must not assume that imagery is harmless because it was generated artificially or because an original sexual image of the child did not exist.

The DSL will consider the circumstances of the individual case and respond in accordance with Storyybrook's safeguarding procedures and relevant national guidance.

Grooming, exploitation and manipulation

Storyybrook recognises that AI may be used by individuals to increase the scale or sophistication of grooming and exploitation.

This may include:

- impersonating children or trusted individuals
- generating convincing messages or identities
- manipulating images or recordings
- creating sexualised content
- facilitating blackmail or sextortion
- obtaining or exploiting personal information
- generating persuasive or manipulative communications.





Staff will remain alert to AI being used as part of wider patterns of abuse rather than considering individual pieces of generated content in isolation.

AI and self-harm or other harmful content

AI systems may generate responses relating to self-harm, suicide, eating disorders, violence, abuse or other harmful behaviour.

Where a pupil encounters or engages with such material, staff must consider the context and whether this indicates a safeguarding or wellbeing concern.

Where there is concern about a pupil's safety or welfare, staff must follow Storyybrook's safeguarding procedures rather than relying on the AI system to assess or manage risk.

Filtering and monitoring

AI-enabled services will be considered within Storyybrook's filtering and monitoring arrangements.

The school recognises that AI systems may generate dynamic, personalised and real-time content and that conventional filtering arrangements may not identify every harmful response or interaction.

Storyybrook will therefore consider the nature of AI-enabled services accessible through its systems and whether its filtering and monitoring arrangements remain appropriate and effective.

Filtering and monitoring arrangements are set out further in section 17 and Storyybrook's Filtering and Monitoring Policy.

Education and prevention

Storyybrook will support pupils to develop the knowledge and skills needed to recognise and respond to AI-related risks.

Age and developmentally appropriate education may include:

- recognising AI-generated or manipulated content
- understanding that realistic content may still be false
- protecting personal information
- understanding consent when creating or manipulating content involving another person
- recognising grooming, coercion, manipulation and blackmail
- understanding the risks of AI-generated sexual imagery
- knowing how and when to report concerns
- understanding that they will be supported when they seek help.

Preventative education will be adapted to the needs and vulnerabilities of Storyybrook's pupils and will form part of the school's wider approach to safeguarding, online safety and relationships education.





13. Deepfakes, synthetic media and AI-generated sexual imagery

Storyybrook recognises that artificial intelligence can be used to create or manipulate images, audio, video and other digital content so that it appears authentic. This includes deepfakes and other forms of synthetic media.

Such technology may have legitimate educational and creative uses. However, it can also be used to deceive, impersonate, humiliate, bully, harass, sexualise, exploit or otherwise harm children and adults.

The fact that content has been artificially generated or manipulated does not reduce the seriousness of the harm it may cause.

Deepfakes and synthetic media

Deepfakes and other synthetic media may be used to:

- impersonate another person
- falsely depict a person saying or doing something
- create misleading or fabricated events
- bully, harass, threaten or humiliate
- damage a person's reputation
- create discriminatory, hateful or abusive content
- facilitate grooming, coercion, exploitation or blackmail
- create or manipulate sexual or nude imagery
- spread misinformation or malicious allegations.

Storyybrook will consider the content, context, intent, impact and safeguarding implications of any incident involving deepfakes or synthetic media.

Consent and manipulation of identifiable content

Pupils and staff must not use AI to create, alter or manipulate identifiable images, recordings, voices or other representations of members of the Storyybrook community without an appropriate and legitimate purpose and any required permission.

AI-generated or manipulated content must never be used to:

- deceive or maliciously impersonate another person
- embarrass, humiliate or intimidate
- bully or harass
- sexualise another person
- create false allegations or evidence
- threaten or blackmail
- discriminate against or target another person
- damage another person's reputation
- facilitate abuse or exploitation.

The use of publicly available photographs, videos or recordings does not remove the need to consider consent, privacy, safeguarding and the potential for harm.





AI-generated sexual imagery involving children

Any AI-generated, manipulated or synthetic sexual or nude imagery involving, appearing to involve or being presented as involving a child will be treated as a safeguarding concern.

This includes content where:

- an identifiable child's image has been digitally altered or sexualised
- a child's face or other identifying features have been placed onto sexual or nude imagery
- AI has been used to remove or alter clothing
- synthetic sexual or nude imagery has been generated to resemble a particular child
- an image is presented or circulated as depicting a child even where its authenticity is uncertain
- AI-generated or manipulated imagery is used as part of sexual harassment, coercion, exploitation, threats or blackmail.

Staff must not dismiss or minimise an incident because no original sexual photograph existed or because the content was created artificially.

Immediate staff response

Where a member of staff becomes aware of suspected AI-generated sexual imagery, an abusive deepfake or other potentially harmful synthetic media involving a child, they must report the concern immediately to the DSL or a DDSL.

Staff must not conduct their own investigation or unnecessarily view, forward, copy, download, screenshot, reproduce or share potentially illegal or abusive imagery.

Staff should not ask a pupil to forward imagery to them or display it simply to establish whether the concern is genuine.

Where a pupil reports such content, staff should:

- listen and respond calmly
- reassure the pupil that they have done the right thing by reporting the concern
- avoid asking unnecessary or investigative questions
- record what has been reported in accordance with safeguarding procedures
- report the concern immediately to the DSL or a DDSL.

DSL response

The DSL will lead the safeguarding response and consider:

- the immediate safety and welfare of all children involved
- the nature and apparent content of the material
- how the content was created, obtained or shared, where this can be established safely
- whether there are indicators of grooming, coercion, exploitation, threats, blackmail or other abuse
- whether there is an ongoing risk of further creation, sharing or distribution
- whether any child involved may themselves be at risk or in need of support
- whether parents or carers should be informed and when





- whether advice or referral is required from children's social care, the police or another relevant safeguarding agency
- how relevant evidence can be preserved without unnecessarily reproducing harmful content
- what immediate and ongoing support is required.

Where there is uncertainty about the legality of content or the appropriate handling of devices or imagery, the DSL will seek appropriate advice rather than requiring staff or pupils to investigate the material themselves.

Safeguarding all children involved

Storybrook will consider the safeguarding needs of all children involved in an incident.

A pupil who has created, requested, possessed or shared synthetic or manipulated sexual content may also have experienced:

- grooming
- coercion
- exploitation
- peer pressure
- threats or blackmail
- bullying
- abuse
- limited understanding of the nature or consequences of the content.

The school will therefore avoid automatically categorising children solely as a victim or perpetrator before the circumstances and safeguarding needs have been appropriately considered.

Behaviour or disciplinary responses may be appropriate in some circumstances but will not replace a safeguarding response.

Child-on-child abuse

Where deepfakes, synthetic media or AI-generated sexual imagery are used to abuse, harass, humiliate, intimidate or sexually target another child, the incident will be considered within Storybrook's child-on-child abuse procedures.

AI-generated sexual content may form part of sexual harassment, sexual violence, image-based abuse, bullying or exploitation.

The artificial nature of the content does not make the impact on the child depicted or targeted less significant.

Sharing and distribution

The sharing or threatened sharing of harmful synthetic media may itself cause significant harm, regardless of whether the content was originally created as a joke, experiment or without an intention to distribute it widely.





Storybrook will consider:

- the extent of distribution
- whether further sharing can be limited
- the impact on the child or person depicted
- whether threats to share content have been made
- whether the content has moved beyond school systems
- whether external advice or intervention is required.

Pupils will be encouraged not to forward harmful content and to report it to a trusted adult.

Malicious or false allegations

Storybrook recognises that synthetic media may be used to fabricate apparent evidence or allegations about pupils, staff or other members of the school community.

Any apparent image, audio or video evidence will therefore be considered carefully where there is reason to suspect that it may have been manipulated.

This does not mean that concerns or allegations will be dismissed because AI manipulation is technically possible. Safeguarding concerns and allegations will continue to be taken seriously and considered in accordance with the appropriate procedures.

Staff and professional conduct

Staff must never create, request, possess, distribute or facilitate harmful, abusive or sexually inappropriate synthetic content involving pupils.

Any concern that a member of staff, volunteer, contractor, governor or other adult working with children has used AI or synthetic media in a way that may indicate that they have:

- harmed a child or may have harmed a child
- possibly committed a criminal offence against or related to a child
- behaved towards a child or children in a way that indicates they may pose a risk of harm
- behaved or may have behaved in a way that indicates they may not be suitable to work with children

will be managed under Storybrook's procedures for managing allegations against adults working with children.

Lower-level concerns that do not meet the harm threshold will be managed in accordance with Storybrook's Low-Level Concerns Policy.

Education and prevention

Storybrook will provide age and developmentally appropriate education to help pupils understand:

- what deepfakes and synthetic media are
- that images, audio and video may be convincingly manipulated
- the importance of consent





- the potential impact of creating or sharing manipulated content involving another person
- the particular seriousness of sexualised synthetic imagery
- how AI may be used in grooming, coercion, exploitation and blackmail
- why harmful content should not be forwarded
- how to report concerns and seek help.

Pupils will be reminded that reporting harmful content is more important than fear of getting into trouble for having initially encountered or used technology inappropriately.

14. Data protection, privacy and confidentiality

Storybrook recognises that the use of artificial intelligence may involve the collection, processing, storage, analysis or sharing of personal data. AI must therefore be used in accordance with UK data protection legislation and Storybrook's Data Protection Policy and associated procedures.

The use of AI does not reduce or remove Storybrook's responsibilities as a data controller or the responsibilities of staff when handling personal, confidential or sensitive information.

Data protection principles

Where personal data is processed through or in connection with an AI system, Storybrook will ensure that the processing is consistent with applicable data protection principles, including:

- lawfulness, fairness and transparency
- purpose limitation
- data minimisation
- accuracy
- storage limitation
- integrity and confidentiality
- accountability.

The school will consider not only what information is entered into an AI system but also how information may subsequently be processed, retained, analysed, combined, shared or used by the provider.

Approved systems and approved processing

Personal data must only be processed through an AI system where that processing is lawful, necessary, proportionate and permitted within Storybrook's approved arrangements for the system.

Approval of an AI system does not, in itself, authorise the processing of personal data.

An AI system may, for example, be approved for generating generic teaching resources while not being approved for processing identifiable pupil information.

Staff must therefore understand and comply with any restrictions relating to the type of information that may be entered into each approved AI system.





Personal and sensitive information

Staff must exercise particular caution when considering AI use involving:

- pupil information
- safeguarding and child protection information
- SEND and EHCP information
- health and medical information
- special category data
- behaviour and attendance information
- family circumstances
- social care involvement
- assessment information
- complaints
- staff employment and HR information
- any other confidential or sensitive information.

Such information must not be entered into an AI system unless the specific processing has been appropriately assessed and authorised.

Anonymisation

Staff must not assume that removing a person's name makes information anonymous.

Information may still constitute personal data where an individual can be identified directly or indirectly from:

- contextual information
- characteristics or circumstances
- combinations of information
- references to particular incidents, roles or relationships
- other information reasonably available.

Where anonymised information is used with AI, staff must ensure that the information has been sufficiently anonymised so that individuals are no longer identifiable.

Data minimisation

Where the use of personal data within an approved AI system is authorised, only the minimum information necessary for the specific purpose should be used.

Staff should not provide an AI system with additional personal information merely because it may improve the detail or apparent quality of an output.

AI providers and use of information

Before approving relevant AI systems, Storyybrook will consider how the provider handles information submitted by users.

This may include consideration of:





- what information the provider collects
- where and for how long information is retained
- whether information is shared with third parties
- whether prompts or uploaded content are retained
- whether submitted information may be used to train, develop or improve AI models
- whether users can control or restrict such use
- security arrangements
- deletion arrangements
- relevant contractual terms and privacy information.

Where these arrangements are unclear or do not provide sufficient protection, the system will not be used to process personal or confidential school information.

Data Protection Impact Assessments

A Data Protection Impact Assessment (DPIA) will be completed where required by data protection legislation, including where proposed processing is likely to result in a high risk to individuals' rights and freedoms.

Storyybrook will also consider whether an existing DPIA needs to be reviewed where:

- AI functionality is added to an existing system
- the purpose of processing changes
- new categories of personal data are introduced
- the system begins to make or support new forms of analysis or recommendation
- pupil-facing functionality is introduced
- the provider materially changes its data-processing arrangements
- new privacy or security risks are identified.

A DPIA is not a one-off approval. It will be reviewed where relevant circumstances change.

Transparency and privacy information

Storyybrook will provide appropriate information about its processing of personal data in accordance with data protection requirements.

Where the school's use of AI materially changes how personal data is processed, Storyybrook will consider whether its privacy information and other relevant documentation require updating.

Individuals should not be misled about significant uses of AI in the processing of their personal data.

Automated decision-making and profiling

Storyybrook will exercise particular caution where AI systems undertake profiling or contribute to decisions about individuals.

AI must not be used as the sole basis for significant decisions about pupils or staff where this would be inconsistent with data protection legislation or Storyybrook's requirements for human oversight.





Where AI contributes to analysis or recommendations affecting an individual, appropriate human review and professional judgement must be retained.

Accuracy of personal data

AI-generated information about an identifiable person must not be assumed to be accurate.

Staff must not add AI-generated assumptions, fabricated information or unsupported conclusions to an individual's school record.

Where AI assists with processing or drafting information relating to an individual, the responsible member of staff must verify the accuracy of the final information before it is recorded, shared or relied upon.

Confidentiality

The use of AI does not alter staff duties of confidentiality.

Staff must not use AI systems to disclose information that they would not otherwise be authorised to disclose.

Professional, safeguarding and confidential information must be handled in accordance with Storybrook's established policies regardless of the technology being used.

Data breaches and AI-related incidents

Any suspected loss, inappropriate disclosure or unauthorised processing of personal data through an AI system must be reported promptly in accordance with Storybrook's data breach procedures.

This includes situations where:

- personal information has been entered into an unapproved AI system
- information has been entered into an approved system contrary to its permitted use
- an AI provider appears to have retained or disclosed information unexpectedly
- personal information appears within an AI-generated output unexpectedly
- an account or AI system may have been compromised
- confidential information has been shared with an unauthorised person or service.

The school will assess the incident and take appropriate action in accordance with its data protection and safeguarding responsibilities.

Data (Use and Access) Act 2025

Storybrook will ensure that its data protection arrangements take account of the Data (Use and Access) Act 2025 alongside the UK GDPR and Data Protection Act 2018.

The school recognises that the Data (Use and Access) Act 2025 amends aspects of the UK's data protection framework rather than replacing the UK GDPR or Data Protection Act 2018.





Storybrook will keep its AI-related data protection arrangements under review as relevant provisions, regulatory guidance and good practice continue to develop.

15. Assessment, academic integrity and intellectual property

Storybrook recognises that AI can support learning and assessment when used appropriately, but its use must not undermine the validity of assessment, pupils' independence or the integrity of their work.

Assessment and academic integrity

Staff must ensure that assessment provides an accurate picture of what a pupil knows, understands and can do.

Where work is intended to demonstrate a pupil's independent knowledge or skills, AI must not be used to complete the work unless its use has been specifically permitted as part of the task.

Pupils will be taught, at an age and developmentally appropriate level, that they must:

- be honest about their use of AI
- follow staff instructions about when AI may and may not be used
- not present AI-generated work as entirely their own
- not use AI to fabricate sources, evidence, quotations or information
- acknowledge AI use where required.

Staff must use professional judgement when concerns arise about inappropriate AI use and should consider the pupil's age, understanding, SEND and individual circumstances.

AI-detection tools must not be relied upon as definitive evidence that a pupil has used AI. Any concern should be considered alongside other available evidence and professional knowledge of the pupil.

Staff use of AI in assessment

AI may support aspects of assessment preparation or administration where appropriately approved, but it must not replace teacher assessment or professional judgement.

Staff remain responsible for:

- evaluating pupils' work
- determining attainment and progress
- providing appropriate feedback
- ensuring assessment information is accurate
- identifying when further assessment or support may be required.

AI must not make autonomous decisions about a pupil's attainment, progress, ability or educational provision.





Copyright and intellectual property

Staff and pupils must respect copyright, intellectual property and licensing requirements when using AI.

AI-generated content must not be assumed to be free from copyright or intellectual property restrictions simply because it has been generated by an AI system.

Where appropriate, users should:

- check whether material may lawfully be used, reproduced or adapted
- acknowledge sources and AI use where required
- avoid uploading copyrighted or proprietary material where they do not have permission to do so
- comply with the terms and conditions of approved AI systems.

Storyybrook will promote responsible and ethical use of AI while protecting the integrity of pupils' learning and the professional work of staff.

16. Equality, inclusion and SEND

Storyybrook is committed to ensuring that the use of AI promotes equality, inclusion and accessibility and does not unlawfully discriminate against or disadvantage pupils or staff.

Bias and discrimination

AI systems may reproduce or amplify bias, stereotypes or discriminatory assumptions. Staff must critically review AI-generated content and must not rely on outputs that unfairly disadvantage individuals or groups.

Particular consideration will be given to the potential impact on individuals with protected characteristics and pupils with SEND.

SEND and accessibility

Storyybrook recognises that AI may offer valuable opportunities for pupils with SEND, including support with:

- communication and language
- accessibility of learning materials
- organisation and scaffolding
- alternative ways of presenting or accessing information
- developing independence where appropriate.

AI must not replace reasonable adjustments, specialist provision, professional assessment or appropriate human support.





Individual needs and vulnerability

When considering pupil-facing AI, Storyybrook will take account of pupils' age, developmental understanding, SEND, SEMH needs, communication needs and individual vulnerabilities.

Staff will remain alert to the possibility that some pupils may be particularly susceptible to misinformation, manipulation, emotional reliance or misunderstanding the nature of AI-generated interactions.

AI use will therefore be adapted, supervised or restricted where necessary to protect pupils and ensure equitable access to education.

Review

Where Storyybrook identifies that an AI system creates discriminatory, exclusionary or disproportionate outcomes that cannot be appropriately mitigated, its use will be modified, restricted or discontinued.

17. Filtering, monitoring and cyber security

Storyybrook recognises that AI-enabled services may generate dynamic, personalised and real-time content that presents particular challenges for filtering, monitoring and cyber security.

AI systems used or accessible through Storyybrook's systems will therefore be considered within the school's wider filtering, monitoring and information-security arrangements.

Filtering and monitoring

Before pupil-facing AI is introduced, Storyybrook will consider whether its filtering and monitoring arrangements are capable of appropriately managing the content and risks associated with the system.

This will include consideration of:

- AI-generated and personalised content
- harmful or inappropriate prompts and outputs
- attempts to circumvent filtering or monitoring controls
- whether significant safeguarding concerns can be appropriately identified and reported
- any limitations within the school's existing filtering and monitoring systems.

Where risks cannot be appropriately mitigated, access to the AI system will be restricted or not permitted.

Cyber security

Staff and pupils must not use AI in ways that compromise Storyybrook's cyber-security arrangements.

Users must not:





- share passwords or security credentials with AI systems
- use AI to circumvent security controls
- install or connect unapproved AI applications or services
- upload confidential school information contrary to approved arrangements.

Suspected cyber-security incidents involving AI must be reported promptly through the school's established procedures.

Review and oversight

AI use will be considered as part of Storyybrook's regular review of filtering and monitoring arrangements, including whether existing systems remain appropriate as AI technologies and associated risks develop.

Further detail is set out in Storyybrook's Filtering and Monitoring Policy, Online Safety Policy and cyber-security arrangements.

18. Training and awareness

Storyybrook will ensure that staff receive appropriate information, guidance and training to support the safe and responsible use of AI.

Training will be proportionate to staff roles and the AI systems used within the school and may include:

- the principles and expectations within this policy
- safeguarding and online safety risks associated with AI
- safe and appropriate use of approved AI systems
- data protection, confidentiality and information security
- recognising inaccurate, biased or misleading AI-generated content
- deepfakes, synthetic media and AI-generated sexual imagery
- maintaining professional judgement and human oversight
- reporting safeguarding, data protection or security concerns.

The DSL will ensure that relevant emerging AI-related safeguarding risks are reflected within safeguarding and online safety training where appropriate.

Staff will be informed of significant changes to approved AI systems, associated restrictions or school procedures where these affect their responsibilities.

Pupil awareness

Pupils will receive age and developmentally appropriate education about AI as part of Storyybrook's wider approach to online safety and digital literacy.

This will include, where appropriate, understanding:

- what AI is and how it may be used
- that AI-generated content may be inaccurate or misleading
- how to protect personal information
- how to recognise manipulated or synthetic content





- expectations for safe and responsible AI use
- when and how to seek help from a trusted adult.

Training and education will be reviewed as AI technologies, safeguarding risks and national guidance develop.

19. Governance, assurance and record keeping

Storybrook will maintain appropriate governance and oversight of its use of AI to ensure that arrangements remain safe, lawful and effective.

Governance and assurance

The Headteacher will provide appropriate assurance to the Proprietor and Governing Body regarding the school's use of AI.

This may include:

- significant developments in the school's use of AI
- significant safeguarding, data protection or cyber-security risks
- serious or recurring AI-related incidents
- the effectiveness of approval and risk-management arrangements
- significant changes in legislation, statutory guidance or national standards.

Governance oversight will remain proportionate to the scale and nature of AI use within the school.

Record keeping

Storybrook will maintain appropriate records to demonstrate oversight of AI use. These may include:

- the Approved AI Systems Register
- AI-related risk assessments and DPIAs
- records of approval and review decisions
- relevant safeguarding or data protection incidents
- significant changes to approved AI systems
- staff training records
- actions arising from monitoring or governance review.

Records containing personal or safeguarding information will be managed in accordance with Storybrook's data protection, safeguarding and retention arrangements.

Assurance and review

The Headteacher will ensure that significant concerns identified through safeguarding, filtering and monitoring, data protection, cyber security or staff use are considered when reviewing the school's AI arrangements.

Where assurance identifies that an AI system is no longer appropriate or that risks cannot be adequately managed, Storybrook may restrict, suspend or withdraw its use.





20. Monitoring and review

Storybrook will keep the implementation and effectiveness of this policy under review to ensure that its approach to AI remains safe, appropriate and responsive to emerging risks and developments.

The Headteacher will oversee the review of this policy, taking account of:

- changes to legislation, statutory guidance and national standards
- developments in AI technology and functionality
- emerging safeguarding and online safety risks
- significant AI-related incidents or concerns
- changes to the AI systems used by the school
- findings from filtering and monitoring, data protection or cyber-security reviews
- feedback from staff and, where appropriate, pupils and parents or carers
- relevant guidance from the Department for Education, Information Commissioner's Office and other appropriate bodies.

The policy will be formally reviewed at least annually. An earlier review will take place where there is:

- a significant change in legislation or statutory guidance
- a significant safeguarding, data protection or security incident
- a material change in the school's use of AI
- evidence that existing arrangements are no longer effective or appropriate.

The Headteacher will ensure that any required changes are implemented and communicated to relevant staff.

The Proprietor and Governing Body will receive appropriate assurance that Storybrook's arrangements for the safe and responsible use of AI remain effective.





Appendix 1 - Staff AI acceptable use requirements

When using artificial intelligence for Storyybrook-related purposes, staff must:

- only use AI systems approved or expressly authorised by Storyybrook
- use AI only for appropriate educational, professional or operational purposes
- comply with any restrictions or conditions attached to an approved system
- protect personal, confidential, safeguarding and sensitive information
- not enter personal data unless that specific processing has been authorised
- critically review AI-generated outputs for accuracy, appropriateness, bias and potential harm
- retain professional judgement and responsibility for all work produced with AI assistance
- check important factual information against reliable sources
- respect copyright, intellectual property and licensing requirements
- maintain appropriate professional boundaries
- follow Storyybrook's safeguarding, online safety, filtering and monitoring, data protection and cyber-security arrangements
- report safeguarding concerns immediately to the DSL or a DDSL
- report suspected data protection or cyber-security incidents promptly
- seek advice before using AI where they are unsure whether the proposed use is permitted.

Staff must not use AI to:

- make autonomous safeguarding or significant professional decisions
- fabricate evidence, observations, assessments or professional records
- create or manipulate harmful, abusive, discriminatory or sexually inappropriate content
- create, request or distribute sexual imagery involving or appearing to involve a child
- deceptively impersonate another person
- circumvent Storyybrook's filtering, monitoring, security or AI approval arrangements
- use personal accounts or devices to undertake AI activity that would otherwise be prohibited
- present AI-generated information as verified professional evidence without appropriate review.

Responsibility for the final content, decision or action remains with the member of staff using AI.





Appendix 2 - AI system approval and review checklist

Before approving a new AI system or significant AI functionality, Storybrook will consider the following areas as appropriate.

Area	Key consideration	Outcome / notes
Purpose	What is the intended educational or operational benefit?	
Users	Staff-facing, pupil-facing or both?	
Age and need	Is it appropriate for the age, SEND, SEMH needs and vulnerabilities of intended pupils?	
Safeguarding	What safeguarding and online safety risks are presented?	
Content safety	How are harmful, inappropriate or misleading outputs managed?	
Pupil interaction	Could pupils develop inappropriate reliance or misunderstand the nature of the AI?	
Data protection	Will personal data be processed and is a DPIA required?	
Provider data use	Are prompts or uploaded information retained, shared or used to train models?	
Security	Are security, access and account arrangements appropriate?	
Filtering and monitoring	Can the system be appropriately managed within Storybrook's arrangements?	
Equality and bias	Is there a risk of discriminatory, biased or stereotypical outputs?	
Synthetic media	Are there risks relating to deepfakes, impersonation or manipulated content?	
Copyright	Are copyright, licensing and intellectual property implications acceptable?	
DfE standards	Has relevant DfE AI product safety guidance been considered?	
Risk assessment	Is a separate documented risk assessment required?	
Decision	Approved / approved with conditions / not approved	
Conditions	Record any restrictions on users, functions, data or supervision	
Authorisation	Name and role of person approving	
Review	Approval date and review date/trigger	

Approval decision

AI system/product: _____

Approved purpose: _____



Date Last Reviewed: 28.08.2026 | Scheduled Review Date: 28.08.2027
Review By: R. Burbridge





Approved for: Staff / Pupils / Both

Where risks cannot be adequately mitigated, the AI system will not be approved for the proposed use.

Decision: Approved / Approved with conditions / Not approved

Conditions or restrictions:

Risk assessment required: Yes / No

DPIA required: Yes / No

Approved by: _____

Date: _____

Review date/trigger: _____

