



QUEST TRUST

Supporting Young People from
Early Years to Employment

Artificial Intelligence - AI Policy

For QUEST Schools

Company Number 09306360

St Peter's C. of E. Primary School, Hindley

St John's C. of E. Primary School, Abram

Hindley Green Community Primary School

St John's C. of E. Primary School Hindley Green

University Collegiate School Bolton

Adopted: Summer 2026

Next Review Date: Summer 2028



Artificial Intelligence (AI) Policy

Safe, Ethical and Acceptable Use of Artificial Intelligence Across QUEST Schools

1. Introduction

Purpose

QUEST recognises that Artificial Intelligence (AI) has significant potential to enhance teaching, learning, inclusion and operational efficiency. Used responsibly, AI can improve educational outcomes, increase accessibility, reduce workload and help prepare pupils and students for an increasingly digital world.

This policy establishes the Trust's framework for the safe, ethical and acceptable use of Artificial Intelligence across all QUEST schools. It promotes innovation whilst ensuring safeguarding, professional judgement, privacy, educational integrity and the wellbeing of our school communities remain central to all AI use.

AI functionality embedded within mobile phones, smart watches, smart glasses, wearable devices and personal technology remains subject to the Mobile Phones & Smart Devices Policy and Staff Mobile Phones & Smart Devices Policy.

AI-enabled recording, image generation and communication tools must not circumvent school safeguarding, privacy, consent or data protection requirements.

This policy should be read alongside the QUEST Digital Strategy and the Trust's safeguarding, online safety, data protection, information security and staff conduct policies.

Aims

This policy aims to:

- Promote the safe, ethical and acceptable use of Artificial Intelligence across the Trust.
- Support high-quality teaching, learning and operational practice through the responsible use of AI.
- Ensure AI enhances, rather than replaces, professional judgement and decision making.
- Safeguard pupils, students and staff from risks associated with AI technologies.
- Protect personal, sensitive and confidential information in accordance with UK GDPR and data protection legislation.
- Support staff to develop confidence in the effective use of AI.
- Develop pupils' understanding of AI, enabling them to become informed, responsible and digitally confident citizens.
- Ensure the Trust's use of AI aligns with Department for Education guidance, Keeping Children Safe in Education, the DfE Digital and Technology Standards and other relevant statutory guidance.



Scope

This policy applies to:

- All QUEST schools.
- All Trust employees, volunteers, governors, trustees, contractors and visitors.
- All pupils and students.
- All Artificial Intelligence technologies used for Trust or school business, teaching, learning or communication.
- All AI platforms accessed using Trust or personal devices where they are used for school related purposes.

Definition of Artificial Intelligence

- For the purposes of this policy, Artificial Intelligence (AI) refers to technologies capable of generating, analysing or manipulating text, images, audio, video, data or other content in response to user prompts or automated processes.
- This includes generative AI, intelligent assistants, transcription services, image generators, summarisation tools, predictive technologies and AI functionality embedded within wider software platforms.

2. Principles

The Trust's use of Artificial Intelligence is underpinned by the following principles:

- **Educational Purpose:** AI will be used where it demonstrably enhances teaching, learning, inclusion or operational effectiveness.
- **Human Oversight:** AI will support, but never replace, professional judgement, accountability or safeguarding responsibilities.
- **Safety First:** The safety and wellbeing of pupils, students and staff will remain paramount in all AI use.
- **Privacy and Security:** AI will be used in ways that protect personal data, confidential information and cyber security.
- **Transparency:** AI-generated content should be reviewed, adapted and acknowledged where appropriate.
- **Equity and Inclusion:** AI should improve accessibility, reduce barriers to learning and promote equality of opportunity.
- **Accuracy and Integrity:** AI outputs must always be checked for accuracy, bias, suitability and age appropriateness before use.
- **Continuous Improvement:** The Trust will regularly review developments in AI to ensure practice remains safe, effective and aligned with national guidance.



3. Governance and Responsibilities

- The Trust recognises that the safe and effective use of Artificial Intelligence requires clear leadership, robust governance and shared responsibility. AI will be implemented in a way that supports educational improvement whilst ensuring safeguarding, data protection and professional standards remain central to decision making.

Role	Responsibilities
Trustees	- Provide strategic oversight of AI across the Trust. - Ensure AI aligns with the Trust's strategic priorities, Digital Strategy and statutory responsibilities. - Monitor implementation through appropriate assurance and reporting.
Chief Executive Officer	- Ensure AI supports the Trust's vision, educational priorities and operational effectiveness. - Promote innovation whilst maintaining appropriate governance and risk management.
Headteachers	- Implement this policy within their school. - Ensure staff understand expectations for the safe, ethical and acceptable use of AI. - Monitor the educational impact of AI and address concerns appropriately.
Digital Leads / IT Leads	- Support the implementation and evaluation of approved AI technologies. - Promote effective practice, provide guidance and support staff development. - Work with leaders to review emerging technologies and associated risks.
Designated Safeguarding Leads (DSLs)	- Ensure AI-related safeguarding risks are reflected within wider safeguarding arrangements. - Respond to AI-related safeguarding concerns in accordance with the Trust's safeguarding procedures. - Work with IT providers to ensure filtering and monitoring systems remain effective.
Data Protection Officer (DPO)	- Advise on data protection, privacy and information governance relating to AI. - Support risk assessments where AI tools process personal or sensitive data. - Monitor compliance with UK GDPR and Data Protection legislation.
All Staff	- Use AI safely, ethically and professionally. - Remain accountable for all work supported by AI. - Check all AI-generated content for accuracy, bias and suitability before use. - Report safeguarding, data protection or cyber security concerns immediately.
Pupils and Students	- Use AI responsibly and only for appropriate educational purposes. - Follow staff guidance and school expectations. - Respect academic integrity, copyright and the privacy of others.



4. Approval of AI Technologies

The Trust encourages the responsible exploration of Artificial Intelligence where it has a clear educational or operational benefit. Before any new AI platform or application is adopted for Trust-wide or school use, it will be evaluated to ensure it is safe, appropriate and aligned with the Trust's strategic priorities.

When considering the adoption of an AI technology, the Trust will evaluate:

- Educational benefit and impact on teaching and learning.
- Safeguarding and online safety implications.
- Compliance with UK GDPR and data protection legislation.
- Cyber security and technical resilience.
- Accessibility and inclusion.
- Equality and potential bias.
- Compatibility with existing Trust systems.
- Cost effectiveness and long-term sustainability.
- Alignment with Department for Education guidance and the Trust Digital Strategy.

Where appropriate, the Trust will undertake a risk assessment and Data Protection Impact Assessment (DPIA) before implementation. AI technologies will be reviewed periodically to ensure they remain safe, effective and appropriate as technology and national guidance continue to evolve.

Approved AI tools include:

- Microsoft Co-Pilot
- SLTAi

5. Safe, Ethical and Acceptable Use of Artificial Intelligence

Artificial Intelligence should be used to enhance education, improve operational efficiency and support professional practice. All users remain responsible for ensuring AI is used safely, ethically and in accordance with Trust expectations.

Staff Use

Staff may use approved AI tools to support:

- Lesson and curriculum planning.
- Resource development and adaptation.
- Assessment design and feedback.
- Administrative tasks and communication.
- SEND support, differentiation and accessibility.
- Professional development and research.
- Policy development, strategic planning and school improvement.
- Data analysis where approved Trust systems are used.

**Staff must:**

- Remain professionally accountable for all work supported by AI.
- Check all AI-generated content for accuracy, bias, safeguarding risks and suitability before use.
- Exercise professional judgement at all times and never rely solely on AI when making educational or safeguarding decisions.
- Acknowledge significant use of AI where appropriate.
- Use only approved platforms when processing Trust information.

Staff must not:

- Enter personal, sensitive or confidential information into unapproved AI platforms.
- Use AI to make safeguarding, disciplinary, SEND or employment decisions without appropriate professional oversight.
- Present AI-generated work as their own professional judgement without appropriate review.
- Use AI to generate offensive, discriminatory, misleading or inappropriate content.
- Use AI in any way that breaches copyright, confidentiality or Trust policies.

Pupil and Student Use

AI can provide valuable opportunities to enhance learning, creativity and digital literacy when used appropriately and under staff guidance.

Pupils and students may:

- Use approved AI tools as part of planned learning activities.
- Use AI to support research, creativity, problem solving and digital skills development.
- Explore AI as part of the curriculum to develop an understanding of its opportunities, limitations and ethical implications.

Pupils and students must not:

- Use AI to complete assessed work unless specifically authorised.
- Present AI-generated work as their own.
- Enter personal information into AI platforms.
- Use AI to create, access or share harmful, offensive or inappropriate content.
- Use AI to bully, impersonate or intentionally mislead others.

Schools will teach pupils and students how to use AI responsibly, ethically and critically, recognising both its benefits and limitations.

6. Teaching and Learning

Artificial Intelligence should support high-quality teaching rather than replace it. Technology should always enhance effective pedagogy and improve educational outcomes.



The Trust will promote the responsible use of AI to:

- Support high-quality curriculum planning and resource development.
- Improve accessibility and inclusion through adaptive and assistive technologies.
- Enhance teaching through carefully considered feedback, retrieval practice and differentiation.
- Reduce unnecessary administrative workload, enabling staff to focus on teaching and learning.
- Develop pupils' digital literacy, critical thinking and understanding of Artificial Intelligence.
- Encourage creativity, innovation and problem solving across the curriculum.
- Improve communication and collaboration where appropriate.

AI will be used to complement professional expertise, recognising that effective teaching, strong relationships and professional judgement remain central to successful learning.

7. Safeguarding, Data Protection and Assessment

Artificial Intelligence must always be used in ways that protect pupils, students, staff and the wider Trust community. AI does not replace safeguarding responsibilities, professional judgement or statutory duties.

Safeguarding

The Trust will:

- Ensure AI use aligns with Keeping Children Safe in Education (KCSIE) and the Trust's safeguarding procedures.
- Maintain appropriate filtering and monitoring systems to protect users from harmful or inappropriate AI-generated content.
- Provide staff with guidance on emerging risks, including deepfakes, AI-generated imagery, impersonation, misinformation, online exploitation and cyber-enabled abuse.
- Report and respond to AI-related safeguarding concerns in line with existing safeguarding procedures.

Data Protection

Staff must:

- Comply with UK GDPR, the Data Protection Act 2018 and the Trust's Data Protection Policy.
- Only enter personal or sensitive information into approved AI platforms where this has been authorised.
- Protect confidential information and exercise professional judgement when using AI.
- Report any suspected data breach immediately in accordance with Trust procedures.



Assessment and Academic Integrity

The Trust recognises that AI can support learning but must not undermine academic integrity.

Schools will:

- Promote honest and responsible use of AI.
- Ensure pupils and students understand when AI may and may not be used to support learning.
- Follow current Joint Council for Qualifications (JCQ) guidance for internal and external assessments.
- Treat plagiarism, unauthorised AI use or academic malpractice in accordance with the school's behaviour and assessment procedures.

8. Staff Development

The Trust is committed to developing confident and responsible users of Artificial Intelligence.

We will:

- Provide regular professional development on the safe, ethical and effective use of AI.
- Ensure new staff receive appropriate induction and guidance.
- Support leaders to evaluate emerging technologies and share effective practice across the Trust.
- Promote collaboration through Digital Leads and Trust-wide professional networks.
- Review national guidance regularly to ensure professional development remains current and relevant.

8a. AI Training and Awareness

The Trust recognises that effective, safe and ethical use of Artificial Intelligence depends on users having the knowledge, skills and confidence to use AI appropriately.

The Trust will ensure that all staff receive suitable training and guidance on the use of Artificial Intelligence, proportionate to their role and responsibilities.

Training will include:

- Understanding what Artificial Intelligence is and how it may be used within education.
- The opportunities, limitations and risks associated with AI technologies.
- Safe and effective prompting techniques to improve the quality and reliability of AI outputs.
- Verification and critical evaluation of AI-generated content.
- Data protection, confidentiality and information security requirements.
- Safeguarding considerations, including deepfakes, misinformation, impersonation and online harms.
- Equality, bias and ethical considerations when using AI tools.
- Appropriate use of approved Trust AI platforms and applications.
- Academic integrity and responsible use of AI within teaching, learning and assessment.



Staff Responsibilities

All staff are expected to:

- Participate in AI-related training.
- Keep their knowledge and skills up to date as AI technologies evolve.
- Apply learning from training to ensure AI is used safely, ethically and effectively.
- Seek guidance from leaders, Digital Leads, DSLs or the Data Protection Officer where they are uncertain about the use of AI.
- Share effective practice and contribute to a culture of responsible innovation.

Leadership Responsibilities

School leaders and Trust leaders will:

- Promote a culture of safe, ethical and informed AI use.
- Ensure that appropriate training and support are available to staff.
- Identify additional training needs as technologies and guidance develop.
- Monitor staff confidence and competence in the use of AI.
- Support the sharing of effective practice across schools and Trust networks.

Pupil Education

Schools will provide age-appropriate opportunities for pupils and students to develop an understanding of Artificial Intelligence, including how AI systems work, their benefits and limitations, the importance of critical thinking, online safety, privacy, and responsible digital citizenship.

Training and awareness activities will be reviewed regularly to reflect developments in technology, legislation and national guidance.

9. Monitoring and Review

Artificial Intelligence continues to evolve rapidly. The Trust will monitor developments in AI, emerging risks and national guidance to ensure this policy remains current and effective.

This policy will be reviewed annually, or sooner where significant changes to legislation, statutory guidance or technology require earlier revision.

Implementation of this policy will be monitored through:

- Trust digital governance and leadership arrangements.
- Safeguarding, data protection and cyber security monitoring.
- Review of approved AI technologies.
- Staff and pupil feedback.
- Ongoing evaluation of the educational impact of AI across the Trust.



Links with Other Policies

This policy should be read alongside:

- QUEST Digital Strategy
- Safeguarding and Child Protection Policy
- Online Safety Policy
- Data Protection Policy
- Information Security Policy
- Staff Code of Conduct
- Behaviour Policy
- Assessment Policy
- ICT Acceptable Use Policy