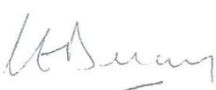




BPET AI Policy

Signed:	
Chair of Trust Board:	Claire Delaney
Approved:	September 2026
Review Period:	Annually
Review Date:	September 2027

1. Bellevue Place Education Trust – Our commitment

Learn, Enjoy, Succeed

BPET is a growing family of autonomous schools that strive for excellence for the communities they serve. Our staff are empowered to balance academic rigour and curricular breadth to inspire confidence, creativity and respect. Our pupils are at the heart of everything we do as to LEARN, ENJOY and SUCCEED.

LEARN

We offer a breadth and ambition of provision that supports an exceptional academic education, nurturing every child's learning journey – regardless of ability, background or special educational needs – and helping them develop a lifelong passion for learning.

ENJOY

We believe learning should be enjoyable, and that through this enjoyment children develop life-long learning habits. We achieve this by creating opportunities for all children to reach their full potential at school, and to enjoy school life – helping to ensure pupils grow into happy, independent and confident learners.

SUCCEED

We strive for excellence, aiming to ignite ambition, aspiration, pride and a desire to contribute to society. We prepare our pupils to approach life with confidence, purpose and integrity.

Working together: the BPET way

We achieve far more by learning, supporting and collaborating within and across our network of schools and communities. We do so with an unwavering and shared commitment to equality, diversity, inclusion, and respect.

2. Introduction

- 2.1. Artificial intelligence (AI) technology is increasingly used both commercially and in everyday applications. Its influence is expected to grow and impact almost all industries and job sectors, including education.
- 2.2. BPET is committed to using AI technologies in an ethical, transparent and responsible manner. We acknowledge that AI technologies have the potential to enhance pupil learning and engagement, but we also recognise the importance of protecting privacy and ensuring that the use of these technologies is consistent with ethical considerations.
- 2.3. This policy covers any generative AI tool (i.e. the specific type of AI that is capable of creating new content similar to that which humans can produce), whether using stand-alone products e.g. ChatGPT, or integrated in productivity suites, e.g. Google Workspace, Arbor etc. This policy relates to all content creation, including text, presentations, images, graphics, video and audio.
- 2.4. This policy establishes guidelines for the responsible and effective use of AI at BPET and will be reviewed at least once a year being updated to reflect advancements in technology and best practice.

3. Policy Scope

- 3.1. This Policy applies to all staff, including temporary staff, consultants, governors, volunteers, and contractors, and anyone else working on our behalf.
- 3.2. BPET pupils should not be directly accessing AI due to age restrictions on such tools. Uses of, and potential issue with, AI are covered by pupils within the PSHE and Computing curricula.
- 3.3. It is the responsibility of all individuals in BPET to familiarise themselves with this policy and comply with its provisions before using any AI technology.
- 3.4. This policy also links to other school policies, including [Child Protection and Safeguarding](#), [Data Protection](#), [Privacy Notice - Parents/Carers](#), [Privacy Notice - Staff](#) and [Acceptable Use of ICT](#) and should be read in conjunction with them.

4. BPET Staff Use of AI

- 4.1. All use of AI must be transparent and honest. AI generated content must not be passed off as your own work and the extent of AI assistance must be acknowledged to recipients.
- 4.2. AI tools must not be used to impersonate individuals or organisations in a misleading or malicious manner, or to generate any content that is unlawful, harmful or offensive.
- 4.3. Staff are permitted to explore and utilise approved AI-based tools and technologies to assist in managing their work. Examples of such tasks may include lesson planning, professional development and administrative tasks. AI may provide support, but staff are required to incorporate their professional judgment and expertise in determining the quality and authenticity of AI generated content.
- 4.4. AI tools can assist staff in gathering and creating relevant educational resources, creating whole group or personalised lesson plans, generating extension tasks or scaffolded work, and identifying potential knowledge gaps. For instance, AI-based platforms can suggest specific topics or learning activities. Teaching staff are permitted to use these suggestions as a starting point, incorporating their professional expertise to customise the lesson plans and make necessary adjustments to ensure pupil learning objectives are met.
- 4.5. Use of AI tools, and content created using such tools, must comply with the BPET [Data Protection policy](#) taking into account Intellectual Property and Data Protection rules.
- 4.6. If AI is used to write, or to help write, any parts of pupil reports for parents or other professionals, the staff member will always review and modify the AI-generated

content to ensure they reflect their own observations, assessments, and personalised feedback.

- 4.7. BPET staff must use appropriate discretion and due diligence to assess whether information obtained from generative AI tools infringes upon any third party rights (for example: branding, logos or third party academic output) and refrain from using such material. BPET will not be responsible for any infringing use.
- 4.8. Staff should be aware that any information entered into non-private AI models e.g. ChatGPT is no longer private or secure. The information provided to Google Gemini within a BPET/school Google tenancy, is not reviewed by humans or used to improve the AI model.
- 4.9. BPET staff must not give a non-private AI tool any personal or professional information about themselves, BPET, the school, other staff members, pupils or their families. This personal data includes, but is not limited to, pupil or staff names, school name, information regarding contracts or agreements as these often contain sensitive information, etc.
- 4.10. Staff must not use generative AI tools to attempt to resolve emotionally/socially complex problems or other sensitive issues, for example medical diagnoses or wellbeing concerns.
- 4.11. No information about events or trips using specific locations, or information that makes the school or any individual identifiable, for example to help write risk assessments, may be put into a search engine or non-private AI tool that uses prompts to train the engine.
- 4.12. BPET staff must not input any proprietary or confidential information belonging to BPET, the school, other members of staff, or students on non-private AI tools. Aside from personal information, which is discussed above, such information includes but is not limited to: financial materials, images of the school/school materials, academic materials, other intellectual property, confidential information such as provided to local authorities, health agencies, safeguarding teams etc or commercial information.
- 4.13. BPET staff must not use AI tools solely to make pupil or other workplace-related decisions that could have significant educational, legal, social or other similar effects, for example disciplinary, or employment-related decisions.
- 4.14. BPET staff must be aware of the potential biases and inaccuracies of generative AI tools and inform pupils about these risks.
- 4.15. AI must never be used to counterfeit human likeness without the person's express permission. This includes taking a person's text, audio, image or video and using AI to manipulate it in any way.

If in doubt whether the use of AI is advisable or allowable, consult your Headteacher or BPET's Head of Digital Innovation.

5. Ethical Use of AI

- 5.1. The use of AI systems, in particular Generative AI, will be carried out with caution and an awareness of their limitations. Whether staff are using AI for teaching or school administrative purposes, they should be mindful of the following considerations:
- 5.1.1. Bias - data and information generated by AI will reflect any inherent biases in the data set accessed to produce it. This could include content which may be discriminatory based on factors such as race, gender, or socioeconomic background. All AI generated content must be assessed for these biases by a staff member.
 - 5.1.2. Accuracy - information may be inaccurate when generated so any content should be fact-checked.
 - 5.1.3. Timeliness - some AI models only collate data prior to a certain date so content generated may not reflect the most recent information.

6. Data Protection implications of using AI

- 6.1. Staff should be aware that any information entered into non-private Generative AI models is no longer private or secure. Staff must not enter any personal information, personal data, intellectual property or private information (including commercially sensitive information, such as contracts) into any non-private Generative AI model. Staff should make themselves aware of the data collection, storage, and usage practices associated with AI technologies, particularly Generative AI.
- 6.2. Staff who wish to utilise AI tools must ensure that the potential new use is assessed to consider if a Data Protection Impact Assessment is required and follow the BPET [Data Protection Policy](#) and [Data Protection Impact Assessment Process](#).
- 6.3. When signing up to use certain Generative AI models, names and email addresses may be required; this data sharing may require a Data Protection Impact Assessment to be carried out.

7. Approval by the Bellevue Place Education Trust Board

This policy has been formally approved and adopted by the BPET Board.

Monitoring and Evaluation

The Trust will review this policy statement annually and update it in consultation with key staff, in line with the latest research and best practice. Use of AI tools can be monitored by BPET to ensure that it is compliant with this policy.

Appendix A - Responsibility Checklist for the use of AI

Refer to this list of guidelines to ensure the accurate and ethical use of AI.

Review AI outputs

- Verify the accuracy of any content you're planning to share. Fact-check outputs using reputable sources.
- Read and edit the outputs to personalise the content you create.

Disclose your use of AI

- Know and follow the AI policy.
- Tell your audience and anyone it might affect that you used AI.

Consider the privacy and security implications

- Again, know and follow BPET policy on AI and computing acceptable use
- Only input essential information. Don't provide any information that's unnecessary, confidential, or private, as you may threaten the security of an individual or BPET.
- Read supporting documents associated with the tools you're using, such as resources that describe how the model was trained to use privacy safeguards, including terms and conditions.

Use AI thoughtfully

- Always use your judgment to ensure you're using AI for good. Consider the following:
 - Do you have the appropriate knowledge necessary to confirm if the output is correct?
 - If you use AI for a particular task, will it negatively affect anyone around you? Does it reinforce or uphold biases that may cause damage to any groups of people?