

AI Governance Structure

St Andrew's CE Junior School

Purpose

To ensure the safe, ethical, and effective use of artificial intelligence (AI) tools within our school, supporting teaching and learning while protecting pupil data and wellbeing.

AI Use in School

AI is currently used by staff for lesson planning, resource creation, and administrative support using tools such as Teachmate AI. Pupils do not use AI tools directly unless under the full supervision and guidance of a class teacher.

Roles and Responsibilities

Role	Responsibility
Headteacher (Mandy Cornwall)	Overall accountability for AI use and policy implementation.
AI Lead (Mandy Cornwall)	Oversees AI tools, monitors usage, supports staff, and ensures compliance.
Teachers and Support Staff	Use AI tools responsibly, following training and policy guidelines.
Governors	Monitor and review AI policy and its impact on teaching and learning.

Data Protection and Security

All AI tools used are GDPR-compliant. No pupil data is shared with AI platforms unless anonymised and approved. Staff are trained in secure data handling and AI usage.

Training and Support

All staff receive regular training on safe and effective AI use. Guidance is provided on ethical considerations and safeguarding. Ongoing support is available from the AI Lead.

Policy and Oversight

Our AI Use Policy outlines expectations, safeguards, and procedures. Regular reviews are conducted to ensure AI use remains safe, purposeful, and aligned with school values.

Communication with Parents and Carers

Parents are informed about how AI is used in school. Reassurance is provided that pupil safety and privacy are always prioritised. Feedback from families is welcomed and considered in policy reviews.