

Artificial Intelligence (AI) Usage Policy for Staff

Owner:	Chief Operating Officer	Date Reviewed:	September 2025
Review Period	1 Year	Next Review Date:	September 2026

Scope

Artificial Intelligence (AI) tools are transforming the way we work and teach. They have the potential to automate tasks, write letters, plan lessons, improve decision-making, and provide valuable insights into our operations.

However, the use of AI tools also presents new challenges in terms of information security and data protection. This policy is a guide for staff on how to be safe and secure when using AI tools, especially when it involves the sharing of potentially sensitive company and pupil information.

Purpose

The purpose of this policy is to ensure that all staff use AI tools in a secure, responsible and confidential manner. The policy outlines the requirements that staff must follow when using AI tools, including the evaluation of security risks and the protection of confidential data. Please also read the Information Security Policy.

In this policy, the term ‘school(s)’ means Barfield, Beeston Hall, Chandlings Prep, Cothill House, Kitebrook Preparatory, Mowden Hall and West Hill Park. For the avoidance of doubt, Radley Schools Group is the data controller for all the schools, and this policy is therefore intended to be written on behalf of all the schools in the Group.

Policy statement

Radley Schools Group recognises that the use of AI tools can pose risks to our operations. Therefore, we are committed to protecting the confidentiality, integrity, and availability of all data. This policy requires all staff to use AI tools in a manner consistent with our security best practices.

The preferred AI tool of choice for the Group is [Google’s Gemini](#) (formerly Bard) as it integrates with Google’s features and tools we are already using.

Security best practices

All staff are expected to adhere to the following security best practices when using AI tools:

- Protection of confidential data: Staff must not upload or share any data that is confidential, proprietary, or protected by regulation without prior approval from the appropriate department. This includes data (text or visual) relating to pupils, parents, staff, or any other individual connected to the Group.
- Evaluation of AI tools: Staff must evaluate the security of any AI tool before using it. This includes reviewing the tool’s security features, terms of service, and privacy policy. Staff must also check the reputation of the tool developer and any third-party services used by the tool.

- Staff must not give access to AI tools outside their school or the Group without prior approval from the Group IT team and subsequent processes as required to meet security compliance requirements. Caution should be used when creating login details, using the “sign in with Google” or sharing other sensitive information with third parties.
- Use of reputable AI tools: Staff should use only reputable AI tools and be cautious when using tools developed by individuals or companies without established reputations. Any AI tool used by staff must meet our security and data protection standards.
- Compliance with security policies: Staff must apply the same security best practices we use for all company and customer data. This includes using strong passwords, keeping software up-to-date, and following our data retention and disposal policies.
- Data privacy: Staff must exercise discretion when sharing information publicly. As a first step, staff must ask themselves the question, “Would I be comfortable if my own personal information was shared? Would we be okay with this information being leaked publicly?” before using any AI tools.

AI Generated Content

Any content generated via AI tools must be reviewed before being used in a live classroom environment or in any communications with pupils, parents and other stakeholders relating to the business of Radley Schools Group and / or its schools.

Review and revision

This policy will be reviewed and updated regularly to ensure that it remains current and effective. Any revisions to the policy will be communicated to all staff.

Training

Continuous Professional Development (CPD) opportunities will be provided to staff, focusing on integrating AI technologies effectively into teaching practices.

Conclusion

Radley Schools Group is committed to ensuring that the use of AI tools is safe and secure for all staff, as well as the organisation itself. We believe that by following the guidelines outlined in this policy, we can maximise the benefits of AI tools while minimising the potential risks associated with their use.

Acknowledgement and Compliance

By signing this policy, I acknowledge that I have read and understand the requirements outlined in this policy. I agree to use AI tools in a manner consistent with the security best practices outlined above and to report any security incidents or concerns to my school’s Head.