



AI Policy

V1 – July 2026

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Person responsible for policy: COO

Chair of Trustees SVMAT signature:

A handwritten signature in black ink that reads "C.L. Chevassut".

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1. Introduction

1.1 Summary

This policy outlines the Stowe Valley Multi Academy Trust's (SVMAT) approach to the use of artificial intelligence (AI) within its schools and applies to all AI technologies and generative AI tools used within the SVMAT's educational and administrative processes.

SVMAT recognises that recent AI developments bring huge opportunities and at the same time risks around privacy, bias, safeguarding and academic integrity that must be managed appropriately.

SVMAT will take a risk-based approach to AI. New uses of AI and new AI tools will be assessed and the risks to the rights and freedoms of individuals and groups will be considered. Appropriate and proportionate technical and organisation measures will be implemented to mitigate risks in relation to any approved use of AI within SVMAT.

This policy reflects advice from Ofsted in what they expect from providers in relation to their use of AI, information from the Information Commissioners Office (ICO) and the government AI regulation white paper.

This policy defines principles and minimum standards. Detailed operational guidance is contained in supporting documents, which are updated more frequently.

1.2 Definitions

Artificial Intelligence (AI) – Computer systems capable of performing tasks that would normally require human intelligence, including learning from experience, recognising patterns, solving problems, and generating content.

Generative AI – AI tools that generate new content (text, images, code, audio etc) in response to user prompts. Examples include Chat GPT, Google Gemini, Microsoft Copilot, and Claude.

Human in the Loop – The requirement that a human reviews, takes responsibility for, and can explain any decision or output produced with AI assistance. Automated decision making affecting individuals is prohibited.

Machine Learning (ML) – Algorithms learning from data to improve performance.

Malpractice (related to AI in an Education context) – Any action that creates a false impression of a student's own knowledge, understanding, or capabilities in assessed work. This includes submitting AI generated content as original work, using AI to draft or substantially rewrite assessed submissions, and failing to acknowledge AI use where required by an awarding body.

1.3 Audience

This policy applies to all students/pupils, staff, Trustees, Members and Governors within SVMAT, including its schools.

2. Aims & Objectives

2.1 Aims

The aim of this policy is to ensure that AI technologies are used in a way that is ethical, responsible, and beneficial to the educational experiences of our learners or administrative processes of the SVMAT and its schools.

2.2 Objectives

SVMAT aims to embrace AI in a safe, controlled way. This policy aims to enable use of AI in a way that promotes:

- **Educational Enhancement:** enabling schools to leverage emerging AI technology to support and create great teaching and learning.
- **Business Value:** striving to maximize business value through AI by optimizing processes and automating some administrative tasks.
- **Ethical Compliance:** ensuring transparency, fairness, and accountability in all AI assisted decisions.
- **Data Privacy and Security:** protecting student and staff data and ensuring AI involving personal or commercially sensitive data is approved before use.
- **Innovation:** facilitating experimentation with promising AI technologies while managing risk appropriately.
- **Academic Integrity:** maintaining the validity and fairness of qualifications by ensuring assessed work reflects students' genuine knowledge and understanding.

3. Principles in the use of AI

3.1 Safeguarding

SVMAT is committed to safeguarding and promoting the welfare of all children and young people. In the use of artificial intelligence, SVMAT will continue to keep abreast of relevant safeguarding legislation, statutory guidance and best practice to ensure that AI is used safely and appropriately. All use of AI must align with SVMAT's established safeguarding framework and must not undermine safeguarding protections. Further detail on safeguarding roles, responsibilities and procedures is set out in the SVMAT's overarching Multi Academy Trust Safeguarding Policy, which should be read alongside this document.

Users must be aware that AI tools can generate harmful or illegal content, including AI generated deepfakes and non consensual intimate images, which constitute criminal offences under the Online Safety Act 2023. Any safeguarding concern must be reported immediately via SVMAT's standard safeguarding procedures.

3.2 Safety, security and robustness

SVMAT has a responsibility to ensure that AI solutions are secure and safe for users and protect users' data. Users must never input personal or commercially sensitive data to any AI tool except Microsoft Co-Pilot here the information is retained within our Microsoft Tenancy. Other AI tools approved by SVMAT have had data protection/GDPR, and cyber security compliance reviewed by SVMAT and are deemed to have adequate safeguards in place to protect users' data, however may still not be used for personal data or commercially sensitive data. Personal data is as defined by the government Information Commissioners Office (ICO).

Information about approved AI tools will be available to staff on the SVMAT Intranet.

The use of AI should respect the rights of learners, staff and other stakeholders. Users of these tools need to be adept at reviewing data quality and be able to identify any bias or errors.

Decisions concerning safety and security are made in line with the other relevant SVMAT policies (detailed below) and school policies as appropriate.

Users must apply critical judgement to AI outputs and be able to identify bias or errors.

3.3 Appropriate transparency and explainability

SVMAT and School staff should be transparent in their use of AI and highlight where and how AI has been used. This may include information incorporated into privacy notices and/or declarations stating the use of AI at appropriate points within the system.

Any use of AI to either help make or inform decisions impacting learners, staff or other stakeholders must be explainable, and “human in the loop” solutions should be implemented in any AI use in this situation. Staff need to be able to critically review any AI recommendations and all use of AI must have human oversight and not involve any automated decision making. Automated decision making affecting individuals is prohibited.

3.4 Fairness

SVMAT and its schools will only allow the use of AI that is ethically appropriate. Potential bias, including relating to small groups and the protected characteristics established by the [Equality Act 2010](#) will be considered as part of the due diligence process before any new use of AI is approved.

SVMAT should work proactively with suppliers to help them correct any problems relating to bias or error.

3.5 Accountability and governance

SVMAT is ultimately responsible for monitoring and evaluating the use of AI within the organisation. However, all staff, Trustees, Members and Governors have a responsibility for adhering to the principles set out in Section 3.

SVMAT approval must be sought in accordance with the table below for any uses of AI involving any personal or commercially sensitive data. Information about approved AI tools will be available to staff on the SVMAT Intranet.

Use of AI for automated decision making which affects individuals or groups of people is prohibited.

AI tools not requiring SVMAT approval should still be discussed with School leaders prior to use.

Responsibility	Role(s) accountable
Reviewing and Approving AI tools	Head of Governance and Compliance and Head of IT Services
Advising staff on approved AI tools	School Leaders, AI Champions, Head of IT Services and Head of Governance and Compliance
Maintaining and updating supporting guidance documents	AI Leads in consultation with the COO and Head of Governance
Monitoring use	SVMAT and school leaders

3.6 Contestability and redress

Users of AI should ensure they receive appropriate training covering the underpinning knowledge alongside benefits and pitfalls.

Complaints about the use of AI will be dealt with by the SVMAT Complaints Policy if raised by an external party e.g. students/parents. Any concerns regarding the use of AI from SVMAT or school staff should initially be raised with your line manager or appropriate senior leader.

4. Approval procedure and training requirements for use of new AI tools

4.1 Use of AI tools involving any personal or commercially sensitive data

Data protection/GDPR legislation applies in any context involving personal data. AI tools that SVMAT or it's schools or it's staff wish to pilot or use that involve any personal or commercially sensitive data must be approved by SVMAT prior to use. Please email the details of your request to svmdataprotection@stowevalley.com

4.2 Training requirements for use of approved AI tools involving any personal or commercially sensitive data

All users of AI tools involving any personal or commercially sensitive data are expected to receive training ahead of first use. This may be delivered by the solution provider or by SVMAT. This is to ensure staff are training in using the tool in a way that safeguards these types of data. AI tools will vary significantly so the training will need to be specific to the approved AI tool(s) available for use.

4.3 Use of AI tools that don't involve any personal or commercially sensitive data

AI tools accessed via a web browser, that don't involve any personal or commercially sensitive data, can be used with School approval. Care should still be taken to ensure the principles of the use of AI, detailed in section 3, are put into practice. Any software installed on SVMAT and School devices must be authorised and installed by the IT Team.

5. Learner use of AI

5.1 Policies

Policies regarding student use of AI will be determined by individual schools of SVMAT, but will be aligned with this policy. They will need to be appropriate to the age of learners and satisfy requirements of external bodies e.g. individual awarding bodies or Joint Council for Qualifications (JCQ). School policies relating to student conduct and examinations should refer to the appropriate use of AI.

All school-level student AI policies must be consistent with this policy and with SVMAT's supporting student AI guidance. The following minimum standards apply across all SVMAT schools:

- Students must be informed of AI rules before submitting any formally assessed work.
- Coursework and Non Examination Assessment (NEA) authentication processes must reflect current JCQ requirements.
- Suspected AI malpractice in formally assessed work must be reported to the school's Examinations Officer and investigated in line with JCQ malpractice procedures.
- AI detection tools may be used as supporting evidence but must never be used as the sole basis for a malpractice finding.

5.2 Training

Learners should receive age appropriate AI education in order to gain age-appropriate knowledge of the principles of safe and responsible use of AI and be able to critically reflect on their own use. This will enable learners to better understand and engage with the AI applications they may encounter. Details of how schools address this should be documented as good practice and so that they are available to share during an inspection.

6. Related Policies

- Information Security Policy
- Data Protection Policy
- Safeguarding Policy
- Staff Code of Conduct
- Staff Disciplinary Policy
- Complaints Policy
- Acceptable Use Policy
- Online Safety Policy

7. Supporting Guidance (reviewed Regularly)

- SV MAT Guidance for Teaching with AI in Schools — practical guidance for staff including phase-specific advice, task design, and malpractice procedures
- SV MAT Student AI Guidance — differentiated student-facing materials for KS3, KS4, and KS5
- Other guidance documents may be developed as appropriate.

8. Regulatory References

- [DfE Generative AI guidance](#)
- [JCQ AI Use in Assessments](#)
- [ICO AI and Data Protection guidance](#)
- [Online Safety Act 2023](#)
- [Keeping Children Safe in Education](#)