



Triumph Learning Trust

Aspiration - Collaboration - Innovation

Artificial Intelligence Policy (Staff)

Policy Details

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1. Introduction

This Artificial Intelligence (AI) policy outlines the principles and guidelines for the ethical, secure, and effective use of AI technologies within Triumph Learning Trust. It aims to ensure that AI is leveraged responsibly to enhance productivity, innovation, and decision-making, while minimising risks and safeguarding organisational values.

Artificial intelligence is the imitation of intelligence by a computer programme. “Generative AI” has gained popular attention in the news recently due to its ability to create text, images and video that is sometimes indistinguishable from human-created text or real photos or videos. Whilst there is a huge potential for AI to support learners and save workload; teachers, students and parents need to understand that there are potential issues. These range from inaccuracies and misinformation in the generated content to student use to ‘cheat’ at assignments, to inherent bias in the generated content and more harmful content being generated.

Educators need to be aware of the evolving potential for AI to save workload in their practices in the role of assistant rather than replacement whilst being sure to use AI in a way that is commensurate with safeguarding and data safety regulations.

2. Scope of Policy

This policy applies to all staff, contractors, and suppliers of Triumph Learning Trust who use, develop, or interact with AI systems in the course of their duties. It covers the use of AI tools, software, and systems provided or authorised by the organisation, as well as any third-party AI tools used in work-related tasks.

3. Related Documents

This policy should be read alongside the Trust’s ICT Acceptable Use, Information Security, E-Safety, Data Protection, Data Handling and FOI School’s Code of Conduct, Safeguarding and Child Protection policies. The copies of which are available on Triumph Learning Trust’s website/Individual School Websites

4. Definitions

- **Artificial Intelligence (AI):** The simulation of human intelligence by machines, including systems capable of learning, reasoning, problem-solving, and decision-making.
- **AI Tools:** Software or platforms that incorporate AI functionalities, such as machine learning, natural language processing, and predictive analytics.
- **Personal Data:** Any information that identifies or can identify an individual.

5. Policy Principles

Responsible Use of AI

- AI must be used to support and enhance Triumph Learning Trust’s goals, not to replace

essential human judgment.

- Staff must remain accountable for decisions made using AI tools and not delegate full authority to these systems.
- Staff must ensure that materials obtained from AI tools does not infringe copyright law. Where there is no statutory exception to copyright, then explicit permission from the copyright holder must be obtained before the materials is used.

Transparency and Explain ability

- AI tools must be used in a manner that is transparent to stakeholders. Staff should understand the capabilities and limitations of the AI systems they use.
- Where possible, outputs from AI tools should be explainable and justifiable, particularly when they influence significant decisions.

Ethical Considerations

- Staff must avoid using AI in ways that are discriminatory, biased, or violate organisational values.
- AI tools must not be used to manipulate, mislead, or harm individuals or groups.
- Any use of AI must comply with applicable legal and ethical standards, including GDPR data protection regulation.

Data Privacy and Security

- Staff must ensure that AI systems comply with data protection laws (e.g., GDPR) and protect the privacy of individuals.
- Personal data used by AI systems must be anonymised or securely managed to prevent unauthorised access or misuse.
- Staff are prohibited from using unauthorised AI tools that process sensitive or confidential organisational data.

Training and Competence

- Staff must undergo training to understand how to use AI tools effectively and ethically.
- Triumph Learning Trust will provide resources and guidelines to ensure staff are competent in the use of AI technologies.

Prohibited Uses

- AI tools must not be used for unauthorised surveillance, profiling, or any activity that violates individual rights or organisational policies.
- Staff are prohibited from using AI to generate misleading or malicious content, such as deep fakes or misinformation.

6. Implementation and Monitoring

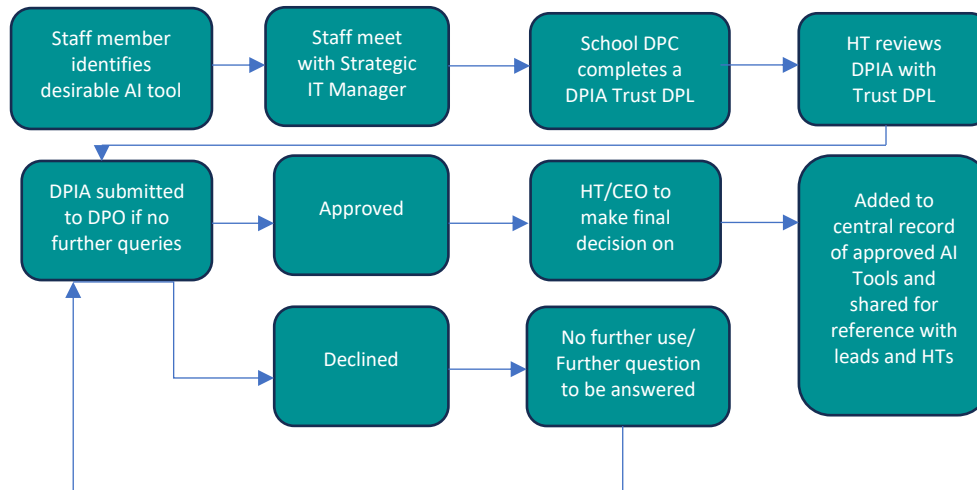
Approval of AI Tools

- Only AI tools approved by the IT team and the school may be used for organisational

purposes.

- Staff must seek approval before implementing new AI technologies or systems in their work.

To mitigate these risks all TLT staff are required to follow the following Data Processing Impact Assessment (DPIA) process for approval, with support from their Data Protection Officer (DPO).



The safety of our students remains paramount, especially within the digital realm where AI is utilised. While AI can be a powerful educational tool, its misuse can lead to issues.

- Staff and students are encouraged to develop critical thinking skills, essential in assessing the credibility and appropriateness of AI-generated content.
- Any concerning behaviour or material generated by or encountered within AI platforms must be immediately reported, following the school's safeguarding procedures.

Audits and Oversight

- Triumph Learning Trust will conduct regular reviews to ensure AI systems are being used in compliance with this policy through our monitoring systems.
- Misuse or unethical application of AI will be investigated and may lead to disciplinary action.

Incident Reporting

- Any unintended consequences or errors resulting from AI usage must be reported immediately to the IT team or Data Protection Champion (School Operations Manager).

7. Roles and Responsibilities

- **Staff:** Ensure the ethical and appropriate use of AI systems in their work. Report any

issues or concerns.

- **Strategic IT Manager:** Approve and monitor AI tools, provide training, and ensure compliance with security and privacy standards.
- **DPC/DPL:** To complete DPIA
- **Management (HTs, CEO, Strategic IT Manager, DPC):** Oversee the strategic implementation of AI systems and ensure alignment with organisational goals.

8. Curriculum

Understanding AI's role, potential, and limitations in our world is crucial for pupils. To support this, we commit to developing a curriculum that will integrate critical thinking skills and foundational knowledge about AI.

We commit to:

- Ensure that knowledge remains at the core of our curriculum to enable the critical judgement of AI and enables critical thinking.
- Develop opportunities within existing subjects to critically evaluate information, particularly content generated by AI, to equip students with the skills needed to discern misinformation and inaccuracies.
- Consider adopting and integrating innovative educational resources such as 'Experience-AI' from the Raspberry Pi Foundation and DeepMind AI within the computing curriculum to ensure students understand what AI is.
- Develop a strand within the PSHE curriculum that addresses emerging concerns around content that could be generated by AI as part of Online Safety education.
- In all exams, the school will follow the AQA guidance on AI in assessments.

Through this policy, our Trust is committed to harnessing the benefits of AI in an ethical, safe, and informed manner, preparing our students to navigate and contribute to an increasingly digital world.

9. Policy Compliance

Non-compliance with this policy may result in disciplinary action, up to and including termination of employment. All staff are expected to act in the best interests of Triumph Learning Trust and adhere to this policy when interacting with AI technologies.

10. Review and Updates

This policy will be reviewed annually or as necessary to ensure it remains aligned with technological advancements, legal requirements, and organisational priorities.

11. Appendices

Appendix 1

AI Policy Acceptable Use Agreement

Appendix 1 – AI Policy Acceptable Use Agreement

I have read and fully understood the AI policy. I understand that I must use AI responsibly, transparently and ethically in full compliance with this policy.

In addition, I understand that I remain accountable for decisions made using AI tools and not delegate full authority to these systems. And that I will only use AI tools that have been preauthorised by the IT team and the school. I must seek approval before implementing new AI technologies or systems for my work.

I will ensure that the use of such tools complies with the Data Protection policy to protect the privacy of individuals.

I will promptly report any unintended consequences or errors resulting from AI usage to the IT team and Data Protection Officer.

Job Title / Position

Staff / Volunteer Name

Signed

Date

If you are uncertain regarding any aspects of this policy and have any questions, you must ask for clarification from the Strategic IT Manager, your HT or Data Protection Lead before signing this declaration.