



Reviewed: June 2026

A.I. (Artificial Intelligence) Policy

Version	1
Current Date Approved	June 2026
Approved By	Northumberland PRU Management Committee
Date of next review	June 2027
Policy Owner	Headteacher
Statutory Requirement	No
Linked to:	This policy has been written in conjunction with the following key documents: • E-Safety Policy 2026-27 • Keeping Children Safe in Education (2026) • 360 Degrees Safe website: https://360safe.org.uk/about-the-tool • UK Safer Online Centre Website: http://www.saferinternet.org.uk/ • Child Exploitation and Online Safety Website: http://ceop.police.uk

Document History		
Date of review		Summary of key changes
V1	June 2026	New policy created following relocation to new school site

Note:

This policy is designed for the specific environment of a **Pupil Referral Unit (PRU)**, where safeguarding and staff workload are critical priorities. It aligns with the **Northumberland County Council** education standards and the latest **DfE (2026)** guidance on generative AI.

1. Purpose & Principles

The goal of using **Gemini** at Northumberland PRU is to reduce administrative burden on staff and provide personalized support for students who may have complex learning or behavioural needs.

- **Human-in-the-Loop:** AI must support, not replace, the professional judgment of PRU staff.
- **Safeguarding First:** AI use must never compromise the safety or privacy of our vulnerable learners.
- **Transparency:** We will be open with parents and the Local Authority about how AI is integrated into our setting.

2. Staff Guidelines: Gemini for Productivity

Staff are encouraged to use Gemini to streamline "behind-the-scenes" tasks, provided they use their **Official School/Google Account** (which offers Enterprise-grade data protection).

✓ Approved Uses

- **Lesson Differentiation:** Adapting a mainstream text into multiple reading levels for students with varying SEMH (Social, Emotional and Mental Health) needs.
- **Resource Generation:** Creating visual prompts, social stories, or simplified checklists for students with ADHD/Autism.
- **Admin Support:** Drafting emails to external agencies or summarizing long-form non-statutory guidance.
- **Feedback Drafting:** Generating initial "scaffolded" feedback for students to help them overcome "blank page syndrome."

✗ Prohibited Uses

- **Personal Data:** Staff members must never input a student's full name, UPN, or sensitive case notes (e.g., CPOMS data) into Gemini. Use placeholders such as "Student A."
- **Automated Decision Making:** AI must not be used as the sole basis for exclusions, SEND referrals, or formal behavioral assessments.

- **Blind Trust:** AI can "hallucinate" (make up facts). All outputs must be fact-checked by a human/staff member before being used in a classroom.

3. Student Use & Supervision

Given the unique nature of the Northumberland PRU environment, student access to Gemini is **strictly controlled**.

- **Age Restrictions:** Only students aged 18+ may use Gemini independently. Students under 18 must use the tool only under the **direct supervision** of a teacher/member of staff for specific "AI Literacy" tasks.
- **Safety Filters:** The school's filtering and monitoring systems (e.g., Smoothwall or Senso) must be active while AI tools are in use to prevent the generation of harmful or triggering content.
- **Academic Integrity:** Students must cite when they have used Gemini to help structure their work. AI-generated work submitted as original student work is considered malpractice.

4. Data Protection & Security

- **Account Usage:** Only school-managed Google accounts may be used. **Personal email accounts are strictly forbidden** for school work as they do not offer the same privacy guarantees.
- **Data Training:** Our school setting ensures that prompts entered into Gemini are **not** used by Google to train its public models.
- **DPIA:** This policy is supported by a full *Data Protection Impact Assessment* (DPIA) filed with the Northumberland County Council DPO.

5. Risk Management Matrix

Risk	Mitigation Strategy
Bias/Inaccuracy	Staff must verify all AI-generated curriculum content against the National Curriculum.

Data Leak	Mandatory annual training on "Anonymising Data" for all PRU staff.
Over-reliance	Termly reviews of AI use to ensure it isn't eroding the teacher-student bond.
Inappropriate Content	Use of Gemini's "Restricted" education filters and school-level URL blocking.

6. Reporting Misuse

Any "AI incident" (e.g., a student bypassing filters or AI generating inappropriate content) must be reported immediately to the **Designated Safeguarding Lead (K Ayre- DSL)** and the **IT Lead (S Ingledew)** via Northumberland PRU's standard incident reporting procedure.

Note to Staff: If Gemini gives you an answer that feels biased or "off," use the "Thumbs Down" icon to report it to Google, but also alert the IT lead (S Ingledew) so we can adjust our internal guidance.

This policy will be reviewed annually.