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Artificial Intelligence (AI) Policy

Date: September 2026

Review Date: September 2027

כי נר מצוה ותורה אור

A love for learning. A love for Torah. A love for Israel. A love for each other.

1. INTRODUCTION

Artificial Intelligence (AI) is becoming increasingly common in education and wider society. The school recognises that AI can support teaching, learning and administration when used appropriately. This policy sets out how AI should be used safely, responsibly and ethically by staff, governors and pupils. It should be read alongside the school's Safeguarding Policy, Cyber Security Policy, Data Protection Policy, Acceptable Use Agreements, Behaviour Policy and Staff Handbook.

2. AIMS

- Support teaching and learning through the appropriate use of AI.
- Reduce unnecessary administrative workload where appropriate.
- Protect pupils, staff and confidential information.
- Promote the safe, ethical and responsible use of AI.
- Ensure professional judgement remains central to all decisions.
- Comply with safeguarding, data protection and copyright requirements.

3. APPROPRIATE USE OF AI

AI may be used to support professional practice. Examples include:

- lesson planning and curriculum development
- creating differentiated resources and quizzes
- drafting newsletters, letters and meeting agendas
- summarising information and improving written communication
- professional research and staff development

All AI-generated content must be reviewed by the member of staff before it is used. Pupil use of AI should be age-appropriate, support learning and follow the school's Acceptable Use Agreement.

Before introducing a new AI tool, staff should seek approval from the Headteacher or nominated member of the Senior Leadership Team to ensure that appropriate safeguarding, data protection and cyber security requirements have been considered.

4. UNACCEPTABLE USE OF AI

AI must not be used to:

- upload safeguarding records or confidential pupil information into unapproved AI systems
- upload confidential staff, HR or governor information into personal AI accounts
- make safeguarding or assessment decisions
- create harmful, offensive or misleading content
- bully, intimidate or harass others
- create deepfakes or manipulated images
- breach copyright or data protection requirements

Any misuse of AI may be dealt with under the school's Behaviour Policy, Staff Code of Conduct or Safeguarding Policy.

5. SAFEGUARDING

AI may expose users to misinformation, harmful content, cyberbullying, grooming and manipulated images or audio. Any safeguarding concern involving AI must be reported immediately to the Designated Safeguarding Lead and managed in accordance with the Child Protection and Safeguarding Policy.

6. DATA PROTECTION

Staff must only use school-approved AI systems when processing school information. Confidential or identifiable information must not be entered into unapproved AI systems. Any suspected data breach must be reported immediately to the Headteacher.

7. STAFF TRAINING

The school will provide appropriate training and guidance to ensure that staff understand the opportunities, risks and safe use of AI. Refresher training will be provided as appropriate to reflect changes in technology and national guidance.

8. ROLES AND RESPONSIBILITIES

Governors:

Approve this policy and monitor its implementation.

Headteacher:

Ensure the safe implementation of this policy and appropriate staff guidance.

Designated Safeguarding Lead:

Oversee safeguarding concerns relating to AI.

Staff:

Use AI responsibly, protect confidential information and check all AI outputs.

Pupils:

Use AI responsibly and follow the school's Acceptable Use Agreement.

9. MONITORING AND REVIEW

The Headteacher will monitor the implementation of this policy and report significant developments to the Governing Body. This policy will be reviewed annually or sooner if Department for Education guidance or legislation changes.

10. LINKS WITH OTHER POLICIES

- Child Protection and Safeguarding Policy
- Cyber Security Policy
- Data Protection Policy
- Behaviour Policy
- Acceptable Use Agreements
- Online Safety Policy
- Staff Handbook and Code of Conduct

This policy is reviewed annually.

Signed: Mr Yosh Radomsky (Headteacher)

Signed: Mr Daniel Moses (IT Governor)

Dated: September 2026

APPENDIX - AI TRAFFIC LIGHT

(this list is not exhaustive; rather, it is to be used as guidance)

GREEN Appropriate	AMBER Use with Care	RED Not Permitted
• Lesson planning • Worksheets • Quizzes • Differentiation • Draft newsletters • Research	• Draft reports • Parent communications • Anonymous data summaries • Always review before use	• Safeguarding records • SEND files • Confidential HR/governor papers • Identifiable pupil data in unapproved AI • Deepfakes • AI making safeguarding or assessment decisions