## AI Policy with Safeguarding MeasuresA logo with green text AI-generated content may be incorrect.

**Version**: 1.1

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The policy has undergone an Equality Impact Assessment (EQIA) confirming that there are no negative consequences in the case of this policy.

**1. Introduction**

Contract Services (Education and Skills) Ltd. recognises the transformative potential of Artificial Intelligence (AI) in education and training. We are committed to leveraging AI responsibly to enhance teaching, learning, and administration while ensuring safeguarding, ethical use, and compliance with relevant laws and guidelines. This policy aligns with the Department for Education’s (DfE) AI Opportunities Action Plan and safeguarding best practices.

**2. Purpose**

The purpose of this policy is to:

* Provide clear guidelines on the safe and ethical use of AI within CSES Ltd.
* Ensure compliance with data protection, intellectual property, and safeguarding regulations.
* Mitigate risks associated with AI, including misinformation, bias, and security threats.
* Foster innovation while maintaining accountability and professional responsibility.

**3. Scope**

This policy applies to all staff, students, and stakeholders at CSES Ltd, including the use of AI tools for teaching, learning, assessment, and administrative tasks.

**4. AI Use in Education and Training**

**4.1 Permitted Uses**

AI tools may be used for:

* Administrative support: Reducing paperwork and automating routine tasks.
* Lesson planning and curriculum development: Assisting educators in creating structured learning plans.
* Tailored feedback and personalised learning: Providing additional support to students.
* Content generation: Assisting with non-critical educational materials.
* Research support: Aiding in resource gathering and summarization.

**4.2 Prohibited Uses**

AI tools must not be used for:

* Decision-making involving personal or academic records without human oversight.
* Processing sensitive personal data without explicit consent and legal safeguards.
* Replacing essential human interactions in teaching, learning, or pastoral care.
* Any use that compromises safeguarding or academic integrity.

**5. Safeguarding and Risk Mitigation**

**5.1 Safeguarding Measures**

To ensure the safety and well-being of learners, particularly minors and vulnerable individuals, the following safeguarding measures must be adhered to when using AI tools:

* AI tools must only be used under staff supervision, particularly for students under 18 or those who may be venerable.
* Educators and administrators must critically evaluate AI-generated content before it is shared or used in an educational setting.
* AI-generated content must be thoroughly reviewed to ensure it is appropriate, unbiased, and free from misinformation, extremist ideologies, sexually explicit material, hate speech, or any other harmful content.
* Any AI tool used must have robust content moderation features.
* Staff should be trained to identify AI-generated content that may contribute to radicalisation and report concerns in line with the Prevent Duty and safeguarding protocols.
* AI tools integrated into the institution’s systems must have filters in place to prevent exposure to inappropriate, explicit, or harmful content.
* Staff should ensure that AI-generated responses adhere to safeguarding guidelines.
* AI must not be used to spread false or misleading information. Learners must be educated on how to critically assess AI-generated content and differentiate between reliable and unreliable sources.
* AI should never be used to impersonate individuals, fabricate messages, or manipulate learners through misleading interactions. Any use of AI chatbots or automated communication must be clearly disclosed.
* Students must be educated on AI risks, including digital safety, online grooming, and the ethical use of AI. They should be empowered to report AI-related safeguarding concerns to staff.
* Any safeguarding concerns, including AI-related risks, should be reported through the institution’s safeguarding procedures. Staff must be trained to handle AI-related safeguarding incidents appropriately.

**5.2 Data Protection and Privacy**

* AI tools must comply with UK GDPR and Data Protection Act 2018.
* Personal data must not be entered into AI tools unless explicitly permitted and necessary.
* Staff and students must opt-out of AI model training where possible.
* AI use must align with CSES Ltd.’s cybersecurity policies to prevent unauthorised access.

**5.3 Intellectual Property (IP) Compliance**

* AI-generated content must be verified for originality and copyright compliance.
* The use of AI tools must not infringe on students’ and teachers’ intellectual property rights.
* Students’ work must not be used for AI model training without explicit consent.

**6. AI and Assessments**

* AI must not be used to complete assessments or coursework unless explicitly allowed.
* AI misuse in academic work will be considered malpractice and handled accordingly.
* AI detection tools may be used to identify unauthorised AI-generated content in assessments.

**7. Monitoring and Compliance**

* Staff must critically evaluate AI-generated content before use.
* AI usage will be monitored and reviewed periodically to ensure compliance and effectiveness.
* Non-compliance with this policy may result in disciplinary actions.

**8. Training and Awareness**

* Regular training will be provided to staff and students on safe and effective AI use.
* Awareness campaigns will educate stakeholders on AI ethics, risks, and best practices.

**9. Review and Updates**

* This policy will be reviewed annually in response to technological advancements and regulatory changes.
* Feedback from staff, students, and stakeholders will be incorporated into policy revisions.

**10. Contact Information**

For questions regarding AI use, safeguarding, or compliance, contact CSES Ltd.’s Safeguarding Officer at [lesley@managementtrainingplus.com](mailto:lesley@managementtrainingplus.com)