

Our Lady and St Kenelm School

*'Bringing out the best in everyone, for the benefit of all,
in the Spirit of Christ'*



AI Products Risk Assessment

Assessment Area: Use of Artificial Intelligence (AI) and AI-Enabled Systems

Persons at Risk: Pupils, Staff, Volunteers, Governors, Parents/Carers

Assessment Lead: Headteacher / Data Protection Lead (DPL)

Review Date: Annually or when introducing new AI products

At Our Lady and St Kenelm Catholic Primary School, we recognise that Artificial Intelligence (AI) can support teaching, learning and school administration by improving efficiency, creativity and access to high-quality resources. AI is used to enhance, not replace, the professional judgement of staff, the expertise of teachers, or the relationships that are central to our Catholic ethos.

All AI tools are used in accordance with safeguarding, data protection and online safety requirements. Staff remain responsible for reviewing, validating and approving any AI-generated content before it is shared or used with pupils, parents or colleagues. Personal, sensitive or safeguarding-related information must not be entered into AI systems unless expressly approved and compliant with GDPR requirements.

Our approach is guided by Catholic values, ensuring that technology is used ethically, responsibly and in a way that upholds the dignity, wellbeing and development of every child. Human oversight remains essential at all times, and AI will never be used to make decisions about pupils without appropriate professional review.

Linked policies

KCSIE 2026

Safeguarding and Child Protection Policy

Overall Risk Rating: Medium (acceptable with appropriate controls, training and monitoring in place).

AI Product	Hazard/Risk	Who May Be Harmed	Existing Controls	Risk Rating	Further Control Measures
SLT AI	Inaccurate or biased information generated by AI leading to poor decision-making. Potential upload of confidential school information.	Staff, pupils	Staff professional judgement required. AI outputs reviewed before use. School policies on data protection and confidentiality.	Medium	Staff training on safe AI use. No personal or sensitive pupil data entered. Senior leadership monitoring.
Arbor	AI-assisted functions may process pupil and staff data. Risk of inaccurate communications or data misuse.	Pupils, staff, parents	GDPR-compliant MIS. Access controls and role permissions. Regular audits.	Low	Ensure staff understand what information can be input into AI-supported features. DPL oversight of new functionality.
ChatGPT	Hallucinated or inaccurate content, safeguarding concerns, exposure to inappropriate information, data protection breaches if personal information is entered.	Pupils, staff	Restricted staff use only unless supervised. Internet filtering and monitoring. Staff review all outputs.	Medium/High	Clear AI acceptable use policy. Never input identifiable personal data. Teach AI literacy and critical evaluation skills.
Microsoft Co-pilot	Inaccurate information, copyright concerns, accidental sharing of confidential information.	Staff, pupils	Microsoft security controls. School account access. Staff review outputs before use.	Medium	Staff training on prompt writing, verification and data protection. Maintain audit trail of decisions made by staff.
Chalkie	AI-generated teaching materials may contain inaccuracies, bias or age-inappropriate content.	Pupils, staff	Teacher review before classroom use. Curriculum leader oversight.	Medium	Quality assurance procedures. Materials checked for curriculum accuracy, inclusivity and Catholic ethos.

General Risks and Control Measures

Risk Area	Control Measures
Safeguarding	AI must never be used to replace professional judgement regarding safeguarding concerns. Any concern identified through AI-generated content must be referred to the Designated Safeguarding Lead (DSL).
Data Protection (GDPR)	Staff must not enter personally identifiable information, safeguarding records, medical information or confidential school data into public AI tools unless approved through a Data Protection Impact Assessment (DPIA).
Accuracy and Reliability	All AI-generated outputs must be checked by a member of staff before use with pupils, parents or governors.
Bias and Fairness	Staff should recognise that AI may generate biased, stereotypical or inaccurate content. Materials should be reviewed to ensure they promote equality, dignity and respect.
Copyright and Intellectual Property	Staff should verify ownership and licensing of AI-generated text, images and resources before publication or distribution.
Pupil Use	Pupils should only access approved AI tools under adult supervision and in line with the school's Online Safety Policy.
Catholic Ethos	AI-generated content must reflect Catholic values, the dignity of the human person, truth, respect, inclusion and moral responsibility. Human judgement remains paramount.
Staff Training	Annual training on AI, online safety, data protection, cyber security and ethical use of technology.
Monitoring and Review	The Senior Leadership Team and DPO will review AI usage, incidents and emerging risks annually.

Residual Risk Assessment

Area	Residual Risk
Safeguarding	Low-Medium
Data Protection	Medium
Accuracy of Information	Medium
Reputational Risk	Low-Medium
Cyber Security	Low
Overall Risk	Medium (Acceptable with Controls in Place)

At Our Lady and St Kenelm Catholic Primary School, all use of Artificial Intelligence (AI) must comply with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the school's data protection policies. Staff must not enter personal, identifiable, sensitive or safeguarding information into AI tools unless the system has been specifically approved for that purpose and appropriate data protection safeguards are in place.

This includes avoiding the use of names, dates of birth, addresses, medical information, safeguarding records, assessment data, photographs or any other information that could identify an individual when using general AI tools such as ChatGPT, Microsoft Co-pilot, Canva AI or Chalkie. Where AI-enabled systems are designed and approved to process personal data as part of their core function, such as Arbor or CPOMS, staff must use them in accordance with the school's data protection, safeguarding and information security procedures.

Staff are responsible for ensuring that data entered into any AI system is appropriate, lawful and necessary, and that confidentiality is maintained at all times. When in doubt, advice should be sought from the school's Data Protection Lead (DPL) before using an AI tool with any personal or sensitive information.

As a Catholic school, we embrace the responsible use of Artificial Intelligence as a tool that can support our mission to help every child flourish as a unique and valued child of God. When used thoughtfully and ethically, AI can enhance teaching and learning, promote creativity, support inclusion, reduce administrative burdens and enable staff to devote more time to building positive relationships with pupils. AI is used to complement, not replace, the professional judgement of staff, ensuring that human dignity, compassion, wisdom and Gospel values remain at the heart of all that we do.

Headteacher:

Chair of Governors:

Date: September 2026

Review Date: September 2027