

Adapt the bracketed sections to your organisation, have leadership approve it, and share it with every staff member. Plain English on purpose.

Organisation: · Approved by: ·

Review date:

1. Why we have this policy

AI tools (like ChatGPT, Claude, Copilot and Gemini) help us work faster. They also create risks: leaking confidential information, producing wrong answers that look right, and generating content that misleads. This policy keeps the benefits and manages the risks.

2. What you can use AI for

- Drafting and improving documents, emails and lesson plans
- Summarising **publicly available** information
- Brainstorming, planning and research starting points
- Writing or reviewing code (with human review before use)

3. What must NEVER go into an AI tool

- Personal information about staff, students, clients or donors (names, contact details, health, grades, records)
- Passwords, keys or system details
- Confidential business information: contracts, financials, unreleased plans
- Anything covered by a confidentiality agreement

Rule of thumb: if you wouldn't post it on a public noticeboard, don't put it in a prompt.

4. Check before you trust

AI tools make things up ("hallucinations") and state them confidently. Before acting on AI output:

- Verify facts, figures, quotes and references independently
- Have a human review anything sent outside the organisation
- Never rely on AI alone for legal, financial, medical or safety decisions

5. Approved tools

We use only tools approved by : . Want a new one? Ask — don't just sign up with your work email.

6. Disclosure

Be transparent when AI meaningfully contributed to work shared externally, per 's

standards.

7. If something goes wrong

Pasted something you shouldn't have? Spotted AI-generated misinformation about us? Tell straight away. **No blame — fast reporting shrinks problems.**