

Artificial Intelligence Policy & Guidance

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1. Introduction

At Barnet and Southgate College, we recognise the potential for Artificial Intelligence (AI), particularly Generative AI (e.g., Co-Pilot), to transform how our college is managed, how teachers teach and assess, and how students learn. This policy outlines our approach to integrating AI responsibly into how we run our college, how we deliver learning, enabling everyone to benefit from new technologies and how we approach the issue of safe, responsible, and ethical AI use.

We recognise the guidance set out in the Department for Education's Statement on Generative Artificial Intelligence in Education. This policy has been informed by that guidance along with documents such as JISC's 'Principles for the use of AI in FE Colleges.'

All users of generative AI will comply with relevant laws, regulations, policies and guidelines governing Keeping Children Safe in Education, intellectual property, copyright, data protection, and other relevant areas. We will prioritise the safeguarding of our students and will not knowingly use any AI technology that puts them at greater risk. Staff will not provide intellectual property, including students' work, to be used to train Generative AI models without appropriate consents or exemptions in place.

2. Definitions

- **Generative Artificial Intelligence (AI)**
Digital tools capable of creating content such as text, images, or code. These tools are rapidly evolving and are used across teaching, learning, and administrative functions.
- **Responsible Use**
Users must verify the accuracy of AI inputs and outputs, ensure appropriateness of use, and take accountability for decisions informed by AI.
- **Informed Use**
Users should actively learn about AI's capabilities and limitations and develop literacy in ethical and effective use.
- **Ethical Use**
AI tools should be chosen and used based on ethical standards, prioritising transparency, safety, and positive societal impact.

- **Equitable Use**
Users must be aware of and mitigate biases in AI tools and ensure fair access and data usage.
- **Accessible Use**
AI tools and outputs must comply with the Equality Act (2010), ensuring accessibility for all users.
- **Data Quality**
Data used in AI systems must be accurate, unbiased, and secure to ensure reliable outcomes.
- **AI as a Teammate**
Concept of integrating AI to enhance collaboration, performance, and cross-functional work.
- **AI in Education**
Use of AI to personalise learning, provide real-time feedback, and create engaging simulations.
- **Ethical Considerations** (for staff and students)
Includes data privacy, bias awareness, transparency, and the importance of human oversight.
- **AI Literacy**
Understanding how AI works, its limitations, and how to use it responsibly and effectively.
- **Bias Awareness**
Recognising that AI can reflect or amplify societal biases and taking steps to mitigate this.
- **Data Protection and Privacy**
Ensuring compliance with the Data Protection Act (2018), anonymising data, and avoiding sharing sensitive information.
- **AI in Assignments and Assessments**
Students must acknowledge AI use in academic work through proper referencing.
- **Open AI Platforms**
These are AI systems or tools whose underlying models, data, or codebases are publicly accessible or open source. They often allow users to inspect, modify, or contribute to the development of the platform. Examples include open-source models like Hugging Face's Transformers or Meta's LLaMA. Open platforms promote transparency and collaboration but may vary in quality and security.
- **Closed AI Platforms**
These are proprietary AI systems developed and maintained by private companies. Their internal workings, training data, and algorithms are

typically not disclosed to the public. Examples include Teachermatic, AI SAR Writer and Microsoft Copilot. These platforms often offer polished user experiences and support but may raise concerns around data privacy, bias, and transparency.

3. Scope of policy

This policy applies to all students and staff involved in teaching, learning, learning, assessment, support, and administrative activities across the college.

4. Aims of policy

The aim of this policy is to provide a clear and unambiguous framework for the use of AI within the college, to:

- Ensure that its' utilisation supports the enactment of the college's 2030 strategic plan, especially in relation to key pillars such as the achievement of innovative teaching, learning and assessment practices, ensuring financial reliance and establishing a strong reputation for excellence.
- Encourage the integration of AI tools and resources to create dynamic, impactful teaching and learning experiences; by for example enabling the development of innovative and inclusive assessment methods, ensuring that teachers can more precisely target individual gaps in learning and ensuring a more personalized approach to TLA resources and activities.
- Reduce the administrative burden on all staff, through automating repetitive tasks, streamlining workflows, thereby improving overall productivity. For teachers and student support staff especially, this will enable them to utilise their skills, talents and experiences more effectively in supporting students to maximise achievement, improve progression opportunities and support students in achieving their wider goals, aspirations and intended destinations.
- Support all staff to embrace the exciting opportunities that AI can offer in transforming how we carry out all aspects of our work, from financial planning to HR systems and processes; and ensure our practices are in line with best practice across the FE sector and meet all related ethical and regulatory guidance and frameworks.

5. Core principles

When we invest in, implement and use AI in our college we follow the key principles:

- **Equity and Inclusion:** We commit to deploying AI technologies in a way that is equitable and promotes inclusion, addressing biases and ensuring fair access to educational opportunities for all students.
- **Transparency:** We prioritise transparency in AI usage, ensuring that students, families, and staff understand how and where it is used and the effects on teaching and learning.
- **Privacy:** We apply strict data protection standards, including safeguarding student and staff data used in AI applications.
- **Accountability:** We hold ourselves accountable for the way in which we utilise, design, develop, and implement our AI systems, regularly reviewing their impact and efficacy.
- **Educational value:** We consider how AI applications align with our educational ethos, aims, values, curriculum scope, and objectives and serve to improve teaching and learning experiences and outcomes for students.

We use AI as an administrative and educational tool and actively develop staff and students' AI literacy and skills. We use AI to help tutors manage their workload rather than add to it, and to improve and streamline operations to maximise time and resources available for teaching and learning.

6. Guidelines for staff

Staff are permitted to explore and use AI-based tools and technologies to support their work where no proprietary or personal information is shared with the AI tool. AI tools will be used responsibly, ensuring they complement expertise but do not create a substitute for professional judgement. Staff remain professionally responsible and accountable for the quality and content of any output they have generated using AI.

Staff can use AI technologies:

- As a starting point, to generate schemes of work, lesson plans, and assessment. These should then be adapted to better reflect the specific

needs of students and must meet the needs of awarding organisations or validating institutions, as well as college guidelines.

- To develop course materials such as handouts and presentations to support streamlining workflows and reducing workloads.
- To support the development of business documentation and materials to support streamlining workflows and reducing workloads.
- In business, support roles to assist in streamlining workflows and improving efficiency.

For transparency, staff should indicate when AI has been used to support the creation of all materials. Within the footer of all materials, you should include the following: “AI has been used to support the creation of this content.”

AI Use in Assessment (JCQ & Awarding Bodies)

Staff must ensure AI is not used in a way that replaces a student’s independent work. Marks may only be awarded for work demonstrating the learner’s own knowledge, skills and understanding.

AI-generated content, even when acknowledged, cannot be credited, and assessors must verify that all assessed work is authentic and completed under the correct conditions as specified by JCQ, AQA, OCR, Pearson, and WJEC. AI must never be used as the sole marker of student work; teachers must apply professional judgement and review AI-supported marking tools.

Approved AI Tools at Barnet and Southgate College

To support the ethical and effective use of artificial intelligence in education, Barnet and Southgate College has adopted a carefully selected set of AI tools for staff use. These *currently* include:

- **Microsoft Copilot** – integrated within Microsoft 365 to support productivity, planning, and content creation in a secure, institutionally managed environment.
- **Teachermatic** – an educator-designed platform that enables staff to generate teaching and learning materials efficiently, including schemes

of learning, lesson plans, and quizzes, with a focus on pedagogical quality and relevance.

These tools have been chosen for their alignment with the College's values, data protection standards, and commitment to high-quality teaching and learning. Staff are encouraged to use these platforms to enhance their professional practice, while maintaining responsibility for reviewing, adapting, and contextualising any AI-generated content before use.

The Digital Learning and Transformation (DLT) Team will provide ongoing training and support to ensure staff understand how to use these tools effectively and responsibly in line with this policy.

However, given the fast-moving AI Landscape, where changes to these occur, staff will be made aware through communications led by the Technology Innovation and Development Team.

Staff should not:

- Rely upon *open* AI technologies to provide developmental feedback to students on formative and summative assessment without reviewing the feedback, as the quality of feedback is not yet proven to be comprehensively accurate enough
- Upload data that is protected by data protection laws pertaining to identifiable individuals to any *open* AI tool (i.e. open to the General Public). The uploading of such information will be classed as a GDPR breach and must be reported to the Data Protection Officer in the college. This information includes:
 - Basic identity information
 - Web data (e.g. location, IP address, cookie data, RFID tags)
 - Health and genetic data
 - Biometric data
 - Racial or ethnic data
 - Political opinions
 - Sexual orientation / identity
- Any information that relates to an identified or identifiable living individual
- Use AI tools that the College has taken a considered decision not to use on college devices and through the college network. These decisions are

based on consideration of concerns such as security risks, data, and privacy management. Given the fast-moving AI landscape, it is essential that Curriculum Managers and Directors are updated regularly by the TID team on issues such as these via a range of communication tools.

Authentication of Student Work (JCQ Requirement)

Staff must:

- compare submitted work to prior classwork to confirm authenticity
- supervise key stages of Non-Examined Assessments (NEA) and coursework
- request drafts/planning notes where needed
- use approved AI/plagiarism detection tools as part of a holistic judgement
- refuse any work that cannot be authenticated

These requirements follow JCQ Instructions for Conducting NEA and JCQ AI Use in Assessments guidance.

Staff training and development

The Technology, Innovation and Development Team, along with the Digital Learning and Transformation team will provide specific guidance to individuals using College piloted tools and receive training on:

- **Effective use of Generative AI:** Staff will receive training on the capabilities and limitations of Generative AI tools like Co-Pilot and Google Gemini. This will include checking for bias, accuracy, and currency. They will learn to quality-assure and fact-check the results and use AI-generated content responsibly in teaching materials and other business documentation.
- **Importance of maintaining professional judgement:** It is essential that whatever AI tool staff use, it is critical that they continue to exercise professional judgement in checking AI-generated content for accuracy, bias, relevance, and appropriateness before use in educational settings. They are expected to provide context, and supplement AI-generated materials with their expertise.
- **Use of closed AI tools to address gaps in learning:** Staff must promote equity in education, and where possible, staff will receive training on the use of closed AI tools to address learning gaps and

provide personalised support. As technology develops, staff will be able to use AI to set personal learning plans based upon initial assessment results. This will enable teachers to focus more specifically on addressing gaps in learning, which currently remains a challenge for teaching staff. However, where technological developments exist for closed platforms to do this, the college will aim to invest in Preparing all students for a future in which AI technology will be an integral part of their lives in modern Britain, it is essential that students are provided with opportunities to not only master the use of AI, but also to understand the pressing ethical and sustainability issues inherent in its' usage. ○

Meeting data protection and Intellectual Property legislation and policies: Staff will be trained to protect personal and sensitive data, ensuring compliance with data protection legislation and other college policies, recognising the risks posed by AI. Staff also need to respect students' intellectual property rights, ensuring that original work (including homework) is not used to train AI models without appropriate consent or exemption to copyright.

Use of Computers in Examinations (JCQ Requirement)

When learners use laptops or word processors during exams, the devices must:

- have internet access disabled
- have all AI-enabled features disabled
- have predictive text, grammar tools, and external applications disabled

These rules follow *JCQ Instructions for Conducting Examinations 14.25* and are required to prevent AI misuse.

7. Guidelines for students

Throughout their study programmes, students will be guided to:

- **Understand generative AI:** Students will be given information on the capabilities and limitations of the most widely available, age-appropriate, Generative AI tools, enabling them to critically evaluate AI-generated content. They will learn to discern between reliable and unreliable information and use AI tools responsibly.
- **Use AI responsibly:** Students are encouraged to use AI tools as aids to supplement their understanding rather than relying on AI-generated content. They will be taught to quality-assure and fact-check

information and get help from teaching and support staff when needed. Students will be taught not to enter personal details or sensitive information into generative AI tools.

- **Develop their digital citizenship:** Students will be trained in digital citizenship and online safety, including understanding the implications of sharing personal data and intellectual property online. They will learn to protect their privacy and respect the intellectual property rights of others in digital environments.
- **AI Use in Assessments (JCQ Requirement):** students may only use AI in assessment work if permitted by their awarding organisation. AI-generated content must always be fully referenced by including the tool name, date generated, explanation of use, and screenshot of prompts and responses. Students must understand that AI-generated content will not be rewarded because it does not demonstrate independent work.
- **Non-Credit of AI-Generated Content (JCQ Requirement):** AI-generated text, images, analysis, or translation cannot earn marks because it does not show independent knowledge, skills, or understanding. Students must ensure their assessed work is their own.

Students should:

- Only use AI technologies where advised by teachers and support staff that they can – this will depend on the assessment guidance linked to the qualification they are studying. Not use AI tools that the College have taken the considered decision not to allow the use of on college devices and through the College network. These decisions are based on consideration of concerns such as data and privacy management. Specific tools that are not to be used should be listed in all course handbooks.
- Be clear and transparent where work has been generated with the help of AI. Details of how students should record this in their assessments should be stated in student course handbooks. *These instructions should be aligned with processes stipulated by individual awarding organisations.*

- Students should reference the use of AI tools in any homework, classwork, or formal assessment by including the following at the end of the work:
 - The name of the AI tool used
 - The date the content was generated
 - an explanation of how the tool was used e.g. what prompts were used to generate the content
 - Save a screen shot of the questions / prompts asked and the responses received
 - Sign any declarations required to confirm that any work without references is your own. If an AI tool has been used, the declaration should not be signed until all the references have been added.
 - If a student misuses an AI tool, for example by not including appropriate references, they are likely to have committed malpractice, and this may attract severe sanctions; for example, they may be disqualified from the assessment or even the whole qualification. More details of this can be found in the Malpractice, Maladministration and Plagiarism Policy.
- AI Misuse (JCQ & Awarding Bodies)

AI misuse includes:

 - unacknowledged use of AI-generated content
 - copying, paraphrasing, or submitting AI content as original work
 - falsifying or omitting AI references
 - bringing AI-generated notes into controlled assessments (WJEC)
 - failing to submit AI prompts/output where required (Pearson)
 - using AI translation or rewriting tools without acknowledgement (OCR, AQA)
 - AI misuse is treated as malpractice and may result in disqualification.

8. Risk Management

The key risks AI usage can expose the organisation to are as follows:

- **Bias and discrimination:** We are committed to fairness and equality; we will reduce the risk of unfair outcomes by upskilling our staff to

understand the potential for bias in AI-generated content and to monitor AI outputs for fairness and equality.

- **Data security:** Cybersecurity measures are implemented to prevent data breaches and unauthorised access to sensitive information, including AI-generated content. The Director of Technology, Innovation and Development have oversight of this.
- **Educational integrity:** Measures are taken to prevent misuse of AI in assessments and safeguard the integrity of qualifications. Please refer to the College's Malpractice, Maladministration and Plagiarism Policy.
- **Reporting AI Misuse (JCQ Requirement):** If AI misuse is suspected before a student signs their authentication statement, the College will investigate internally following the Malpractice Policy. If misuse is detected after the declaration is signed, the incident must be reported to the relevant awarding organisation in line with JCQ Suspected Malpractice Procedures.
- **Online safety:** Guidance is provided to protect against harmful or inappropriate content online, including content generated by AI.

9. Future skills development

Students will be provided with a knowledge-rich curriculum coupled with a focus on developing critical thinking skills: Students are equipped with foundational knowledge and critical thinking skills to effectively use emerging technologies like Generative AI, built into digital skills, study skills and academic and vocational delivery.

Staff training and Skills Development

The newly established Digital Innovation and Transformation (DIT) Team will work collaboratively with curriculum, business support and the Technology, Innovation and Development (TID) team to support students and staff to understand and use AI responsibly, ethically, and effectively in their roles. The team will:

- Deliver tailored training and CPD on the ethical, pedagogical, and practical use of AI in teaching, learning, assessment, and support services.
- Provide one-to-one and team-based support to build staff confidence in using AI tools aligned with college policy and professional, as well as Awarding Body, standards.

- Develop clear guidance and resources to help staff evaluate and select appropriate AI tools, ensuring transparency, data protection, and academic integrity.
- Promote critical thinking and ethical awareness through workshops and practical examples, helping staff model responsible AI use for students.
- Stay informed of sector developments and regularly review internal practices to ensure alignment with national guidance and emerging best practice in education and AI.

10. AI governance

Key staff at Barnet and Southgate College who are responsible for this policy's content and implementation are:

- The Deputy Principal, Quality and Student Experience
- The Director of Digital, Innovation and Technology is the lead for use of generative AI technology. They monitor compliance and work with the wider college community (curriculum and business support) to communicate approval of and regulate AI use.
- MIS is responsible for advising the college about our data protection obligations in relation to AI use.
- The Technology, Innovation and Development (TID) will provide technical support on the use of AI.

11. Conclusion

At Barnet and Southgate College, we are committed to harnessing AI technologies responsibly where they can improve teaching and learning outcomes; and support all staff to reduce the overall administrative burden of all aspects of their work. By applying ethical principles, promoting transparency, and implementing measures to safeguard students, we aim to use AI effectively for the benefit of our college community.

12. Linked Policies and External Guidance

- [Assessment Policy](#)
- [Student Assessment, Malpractice and Maladministration Policy](#)
- [Online Safety Policy](#)

- [Data Protection Policy](#)
- [Plagiarism Policy](#)
- [IT Security Policy 2026](#)

13. Awarding Body–Specific Requirements (AQA, OCR, Pearson, WJEC)

- **AQA**
Staff must check for inconsistencies in language level, tone, and AI indicators.
Exam laptops must have AI access disabled.
- **OCR**
Vocational and coursework units must explicitly instruct students to reference AI tools.
- **Pearson**
Students must submit AI prompts and outputs as evidence of use.
AI use may lower marks where independent analysis is not demonstrated.
- **WJEC**
AI-generated notes may not be used in controlled assessments.
All preparatory material must be demonstrably the student's own.