



**OUR LADY
OF LOURDES**

CATHOLIC MULTI-ACADEMY TRUST



Our AI Charter

For staff

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Introduction

At Our Lady of Lourdes Catholic Multi Academy Trust, we are dedicated to giving every student the best possible education. We help them grow spiritually, academically and socially so they can reach their full potential. As a partnership of Catholic schools, we put Jesus Christ and His teachings at the heart of everything we do – striving to make the world a better place through compassion, service and love.

In our mission to inspire and educate future generations, we welcome the positive impact of Artificial Intelligence (AI). When used responsibly and ethically, AI can improve teaching, learning and school operations. It helps staff work more efficiently and allows for more personalised and inclusive support for students.

Our AI Charter is built on the principle that humans must always lead decision-making. Any AI-generated content will be carefully reviewed by staff to ensure it reflects our values of compassion, service, and integrity and adheres to our key policies. This way, AI becomes a helpful tool that supports, rather than replaces, the human expertise in education.

Our key commitments include:

- **Human oversight of AI:** Staff will always review and check AI-generated suggestions to make sure they are accurate and appropriate. AI is there to support, not replace, human judgment.
- **AI as a helpful tool:** AI is used to reduce workload and make tasks easier, so staff can spend more time supporting students. Important decisions will always be made by human professionals.
- **Ongoing review of AI use:** We will regularly check how AI is being used to make sure it's helpful, ethical and in line with our values. Staff will reflect on whether AI tools are working well and being used responsibly.

The four pillars

As we integrate AI into our workplaces, we will anchor our approach around four foundational pillars. Each pillar represents core principles of our charter, accompanied by practical guidance on how to apply these principles in your daily work:

- 1. Ethical use, integrity and sustainability:** We will use AI in a fair, transparent, and responsible way, guided by strong ethical principles. We will ensure that its use is accountable and supports long-term sustainability.
- 2. Privacy and protection:** We are committed to safeguarding personal and sensitive information. All AI systems will follow data protection laws and uphold the highest privacy standards.
- 3. Encouraging innovation and inclusion:** AI will help us be more creative, improve learning and make everything more accessible. We want all students and staff to benefit and have the opportunity to achieve their full potential.
- 4. Reducing workload and enhancing efficiency:** AI will help with routine tasks, generate ideas and improve how we work. This allows staff to focus on what matters to them most including high-quality teaching, meaningful learning and strategic decision-making.

This AI Charter reflects our commitment to using AI in a way that reflects our core values of compassion, service and integrity. It sets clear guidelines for how AI will be used across our Trust, helping both staff and students succeed.

As we move forward, this Charter will guide us to make sure AI is not only useful and efficient, but also aligned with the values that underpin our Trust's mission and ethos.

AI Charter: For staff

Key principles

At our Trust, our approach to AI is rooted in Catholic Social Teaching and the call to care for our common home. Guided by the principles of **discerning ethical use**, **upholding integrity** and **ensuring sustainability**, we commit to using AI in ways that safeguard privacy, promote fairness, and reduce environmental impact. This reflects our mission to act with compassion, respect human dignity, and care for the wider community.

Ethical AI and data use

AI must respect privacy, dignity, and transparency, aligning with our Catholic values and GDPR compliance. Ethical AI use builds trust across staff, students, and families, ensuring that data is handled responsibly to serve the common good:

- **Dignity and privacy:** AI should safeguard every individual's rights, reinforcing our commitment to respect and care.
- **Trust and transparency:** Staff and families deserve clear communication on how AI and data support our mission.
- **Fair and explainable AI:** AI must be transparent, consistent, and uphold our **Catholic ethos** of integrity and justice.

CPD on AI ethics

Ongoing professional development will equip staff to use AI ethically and effectively, ensuring:

- Awareness of **ethical implications** and AI limitations.
- **Human judgment** remains central in decision-making.
- AI is applied **thoughtfully**, aligning with our mission and **community needs**.

Bias mitigation

Informed by frameworks such as the **Alan Turing Institute's guidance on fairness**¹ we will identify and address potential biases in AI systems. We will carefully review datasets to make sure they reflect a wide range of perspectives, helping to prevent bias and support fair outcomes. **Human oversight** will always be key, reflecting in our belief in the dignity and unique contributions of every person.

AI accountability

Accountability structures will ensure ethical oversight throughout the lifecycle of AI applications. Roles and responsibilities will be clearly defined, supported by regular audits and transparent processes to address ethical concerns promptly. The principles of 'answerability' and 'auditability,' as outlined in the Alan Turing report, will guide our practices, ensuring decisions supported by AI remain human-centred and transparent.

Sustainability in AI use

Recognising the importance of stewardship, the environmental impact of AI tools will be carefully managed. This means reducing energy use and conserving resources, while choosing solutions that support our commitment to protecting the planet. To help achieve this:

- **Carbon Footprint:** We will monitor the environmental impact of AI tools and give preference to platforms that use less energy, such as those based on shared cloud infrastructure.
- **Efficient use of resources:** Efforts will focus on reducing unnecessary duplication of high-energy processes, ensuring AI is used responsibly and sustainably.
- **Exploring green alternatives:** We will stay up to date with energy-efficient AI developments and choose solutions that support our sustainability goals.

¹ [The Alan Turing Institute: Understanding AI ethics and safety \(2019\) \(downloadable\)](#)

Implementation

Ethical decision-making:

- **Understand the tool:** Familiarise yourself with the AI system's functionality and data usage. Ensure it has undergone a Data Protection Impact Assessment (DPIA) to comply with GDPR.
- **Transparent use:** Clearly document your AI applications in decision-making processes. Communicate AI's role to relevant stakeholders to maintain transparency.
- **Validate AI outputs:** Review AI-generated results to ensure they align with ethical standards and our Trust's mission. Apply human judgement to validate these outcomes.
- **Protect privacy:** Handle sensitive information in accordance with GDPR policy, ensuring data privacy and security – no personal data should be entered into AI systems.

Bias mitigation:

- **Evaluate data for bias:** Review datasets to ensure they are inclusive and representative, helping to prevent bias and support fair outcomes for everyone.
- **Monitor AI outputs:** Regularly review AI outputs for bias, especially those that could impact vulnerable individuals, to ensure safeguarding standards are upheld.
- **Report concerns:** If you identify biases, report them to your line manager and our Trust's DPO team for corrective action.

AI accountability

AI systems will be regularly evaluated to ensure they continue to serve the evolving needs of our Trust and the wider community. This will include:

- Conducting periodic reviews of DPIAs to ensure compliance and relevance.
- Engaging in ongoing reflection on the ethical and operational alignment of AI tools with our Trust's values.
- Adapting systems in response to educational advancements and technological changes.

Sustainability and AI

At Our Trust, we are committed to using AI in ways that support our mission to improve life chances and care for creation. Guided by the principles of stewardship and responsibility, we aim to reduce the environmental impact of AI by focusing on energy use and resource efficiency. Our goal is to ensure that AI supports education and development while protecting the planet for future generations.

Our key actions are to:

- **Conduct energy audits:** Inspired by Pope Francis' *Laudato Si'*, we will regularly review the energy use of AI tools. These audits will help us identify ways to reduce our environmental footprint and ensure our practices respect and protect the world around us.
- **Set sustainability benchmarks:** We will establish clear targets for energy efficiency in AI use. These benchmarks will help us stay accountable and ensure we manage resources responsibly, acting as good stewards of what has been entrusted to us.
- **Train staff on sustainable AI practices:** Staff will receive training on how to use AI in environmentally friendly ways. This supports our mission to empower individuals with the knowledge and skills to make a positive difference in the world.

Key principles

At our Trust, we are committed to ensuring the responsible and ethical use of AI to enhance education while safeguarding privacy and protecting data. These principles are designed to help staff understand how AI integrates with our mission and ensures compliance with key policies.

Data Protection Compliance

AI tools used within the Trust must fully comply with data protection laws, including the General Data Protection Regulation (GDPR), to ensure the privacy and confidentiality of all individuals. Staff must ensure that all data processed by AI platforms adheres to these regulations.

Relevant policies:

- **Data protection policy (downloadable)**
- **IT Security Policy (downloadable)**

As part of this compliance, schools must work in conjunction with DPOs to ensure a Data Protection Impact Assessment (DPIA) is in place before any AI tool is used. A DPIA is a process designed to help identify and minimise data protection risks associated with a project or system. It ensures compliance with GDPR by assessing the potential impact on individuals' privacy and implementing measures to mitigate risks.

As we require a DPIA for any AI, even if it will not use personal data, DPIAs have been completed for the following AI platforms:

- **AI DPIA Summary (Live update) (downloadable)**

Access and control

Access to data will be limited to authorised individuals and used only for its intended purposes. Staff should always follow access controls and ensure that sensitive data is handled appropriately to prevent unauthorised access.

Relevant policies:

- **Systems Access Policy (downloadable)**

Intellectual Property (IP) laws

In most cases, students own the copyright of their original work (for example written and artistic), even if created at school.

If you input student work into AI tools (especially external platforms), it could violate their copyright if you haven't got consent. AI platforms may store, process, or even learn from submitted content, depending on their terms of use.

Pupil intellectual property should be anonymised before being entered into AI.

As part of our Pupil Consent Forms and Pupil Privacy Notice there is a section relating to the use of student work within approved AI platforms, staff must review that this is in place before uploading any student work to AI platforms.

Key documentation:

- **Pupil Privacy Notice (downloadable)**
- **Pupil Consent Form (downloadable)**

Implementation

AI Compliance with GDPR:

- **Understand GDPR requirements:** Attend training or review resources on GDPR and data protection laws relevant to the Trust. Review the Data Protection Policy.
- **Evaluate AI tools:** Verify that any AI tool you plan to use complies with data protection regulations. Check to see if it has a Data Protection Impact Assessment (DPIA) Consult with the DPO department if you are unsure.
- **Minimise data collection:** Only input data that is strictly necessary for the intended purpose of the AI tool.
- **Seek anonymity:** Use anonymised or non-identifiable data wherever possible.
- **Regular audits:** Take part in regular reviews of AI tool usage to ensure ongoing compliance with GDPR and Trust policies.

Safe data handling practices:

- **Collect data responsibly:** Follow clear data collection procedures and inform stakeholders (students, parents, staff) about how their data will be used. Review the Data Protection Policy.
- **Secure storage:** Store data in encrypted formats and use only Trust-approved platforms for data management.
- **Anonymise data:** Remove or mask identifiable information from datasets before using them in AI systems.
- **Limit sharing:** Share data only with approved individuals or platforms, following Trust policies on confidentiality.
- **Incident reporting:** Report any suspected data breaches immediately, following the Trust's Data Protection Policy and IT Security Policy.

Intellectual Property (IP) Compliance:

- **Respect ownership:** Recognise that students own the IP of their original work unless otherwise agreed.
- **Get consent:** Always seek permission before submitting someone else's work to AI tools. This is done through the Pupil Consent Form which is completed at the start of the academic year.

Responsible use of devices:

Adhere to policies: When using AI-enabled features, such as scanning on mobile devices, strictly follow the Trust's policies to maintain data security and privacy.

- **Data protection policy (downloadable)**
- **IT Security Policy (downloadable)**
- **Safeguarding Policy (downloadable)**
- **Stay vigilant:** Be vigilant when applying these guidelines to safeguard sensitive information.

Implementation

Secure practices:

- **Avoid uploading personal data:** Never upload personally identifiable data to AI platforms – please ensure you follow what is outlined in the data protection policy.
- **Take responsibility:** Ensure compliance with data protection policies before using any AI tool.

Transparency and communication:

- **Inform stakeholders:** Communicate clearly with parents, students, and colleagues about how AI tools are being used and their benefits.
- **Provide access to policies:** Familiarise yourself with relevant policies, such as the Data Protection Policy and Systems Access Policy, and share them as needed.
- **Use feedback mechanisms:** Use the Trust's feedback systems to raise concerns or ask questions about AI use.

Training and awareness:

- **Participate in training:** Attend regular training sessions on GDPR compliance, ethical AI use, and data handling procedures.
- **Stay informed:** Keep up-to-date on new AI developments and potential risks.



Key principles

This charter recognises that AI can help us be more creative and innovative. It should be used in a fair and respectful way – helping people without making them dependent or taking away their value (diminishing the dignity of the human element). With the latest technology, AI can make learning more inclusive and offer new ways to support students with additional needs, so that everyone has a fair chance to succeed in school.

Encouraging innovation

AI will help spark creativity and new ideas in both teaching and operational processes. Our goal is to encourage staff to try fresh approaches to teaching, learning and school management. AI tools will be a starting point for innovation, helping staff think in new ways and find creative solutions to everyday challenges.

Supporting adaptive teaching

AI will help make learning more inclusive by offering personalised support for students with different needs. Tools that adapt to each learner can help teachers adjust their lessons to match different learning styles, making it easier for every student to succeed.

Strengthening collaboration across roles

AI should empower both teaching and support staff by providing tools that enhance efficiency, creativity, and effectiveness. From lesson planning to resource management, AI should enable staff across different roles to collaborate and innovate more easily, fostering a culture of shared responsibility and teamwork.

Ensuring accessibility

Staff can use AI tools to make their teaching more accessible for all students, including those with disabilities or additional needs. With tools like text-to-speech, translation and adaptive learning platforms, teachers can adjust lessons to fit different learning styles. AI can also help identify learning barriers and offer useful insights to create more inclusive classrooms.

Implementation

Adapting content

- Use AI tools to generate adapted versions of complex texts for students depending on reading ages (for example, summarise long texts using tools like Co-Pilot or TeachMate AI).
- Adjust language automatically for students with EAL by using translation or paraphrasing tools.
- Create shadow exam papers or scaffolded exam questions so students can retry questions they struggled with.

Personalising materials

- AI tools can create customised practice activities, such as scaffolded quizzes or tasks, by inputting topic-specific prompts (for example, generate scaffolded questions for struggling learners).
- Adapt activities to include visual aids using tools like Canva, making resources more engaging for visual learners.

Creating adaptive formats

- Use text-to-speech or speech-to-text tools (for example, Oak AI) to create audio versions of resources for students who benefit from listening instead of reading.
- Convert documents into different formats, such as large-print versions for visually impaired students or interactive digital resources for more hands-on engagement.

Saving time on planning and idea generation

- AI can suggest activity ideas or lesson structures tailored to a specific objective or topic. Staff can input curriculum topics into tools like Co-Pilot to generate outlines or suggesting ideas.
- Use TeachMate AI or Teachermatic AI to generate templates for project-based tasks, then customise them to suit your class.

Real-time adjustments

- Use AI during lessons to respond to immediate needs. For example, generate additional examples or explanations for students who require further clarification on a topic.
- Create instant, tailored revision materials for students who need targeted review.

Key principles

At our Trust, we are committed to using AI in a responsible and ethical way. This AI Charter outlines our guiding principles and practical approaches to integrating AI tools. By embracing AI thoughtfully, we aim to enhance productivity, reduce workload and empower staff to focus on their core mission – delivering exceptional education and care to every student.

Empowering staff: AI as a tool for human flourishing

AI should support, not replace, human expertise. By reducing routine workload, AI enables all staff – teachers, support staff and leaders – to focus on what truly matters: educating, caring for, and supporting students and colleagues. This reflects the Catholic Social Teaching principle of the Dignity of Work, ensuring that technology serves people, not the other way around.

Reducing workload, enhancing wellbeing

AI should contribute to the common good by improving efficiency and promoting staff wellbeing. By automating repetitive tasks, AI allows staff to dedicate time to building relationships, developing innovative solutions and engaging in professional growth.

This aligns with the Catholic Social Teaching principles of Solidarity and the Option for the Poor and Vulnerable, ensuring that staff have the capacity to serve and support those who need it most. We will measure the impact through a combination of staff feedback surveys, workload audit, wellbeing indicators and engagement with Continued Professional Development (CPD).

Qualitative data from case studies and team reflections will further inform how AI-supported practices are helping reduce unnecessary burdens and foster a healthy working culture.

AI in service of our mission

As a Catholic Trust, we are committed to using AI in ways that respect human dignity, foster collaboration and uphold ethical responsibility. AI should always enhance, rather than diminish, the personal and relational aspects of our work, ensuring that all staff – regardless of role – can thrive and contribute meaningfully to the life of our schools.

Implementation

AI Tools

Our Trust recommends the use of AI platforms such as Microsoft Co-Pilot, TeachMate AI, Teachermatic AI, Canva AI, Arbor AI and Oak AI, as they meet rigorous data protection and security standards.

More information on how to use approved AI Platforms can be found here:

- [AI DPIA Summary \(Live update\) \(downloadable\)](#)

Other tools, clickable below, may be used where appropriate, but users must ensure they comply with **data protection**, **ethical practice** and **safeguarding** standards before use:

| Teaching specific tools | Generative text creators | Content generators | Contextual AI or Research Assistant |
|-------------------------|--------------------------|--------------------------------------|-------------------------------------|
| Teach Mate AI | Microsoft Copilot | Microsoft Copilot (image generation) | Notebook LM |
| Teachermatic AI | Google Gemini | Canva Magic Studio | Arbor |
| Magic School AI | | Pixlr (image generation) | Teachermatic AI |
| Oak AI Experiments | | | |
| The AI Educator | | | |
| Diffit | | | |

Human oversight

AI tools are designed to enhance productivity **but not to replace professional judgement.**

Staff must carefully review, refine and verify all AI-generated outputs to ensure they meet the highest standards of accuracy, quality and contextual relevance.

Strategic planning and decision-making

- Have we aligned AI use with our school improvement priorities?
- Are we modelling ethical, responsible AI use in line with the Trust's Charter?
- Are we ensuring AI supports – not replaces – professional expertise and human relationships?

Oversight and governance

- Has a **DPIA** been completed for any new AI tools being implemented?
- Are we regularly reviewing AI use across the school for compliance, impact, and equity?
- Do we have clear accountability in place for AI use in key areas (teaching, data, safeguarding)?

Safeguarding, privacy and protection

- Are we confident that AI use complies with **GDPR, safeguarding policies** and **student consent**?
- Are staff trained to avoid uploading any personal or identifiable data?
- Are systems in place to audit and monitor AI usage and data security?

Workload, wellbeing and inclusion

- Are AI tools being used to reduce staff workload without compromising quality?
- Is AI being used to promote inclusive teaching practices (SEND, EAL, access)?
- Are we considering the environmental impact of widespread AI use?

Culture and training

- Have we provided or signposted relevant **CPD on AI** (ethical use, practical applications)?
- Are staff encouraged to reflect on AI use and provide feedback?
- Do our policies and communications reflect transparency and openness around AI?

Purpose and appropriateness

- Is AI helping me plan, teach, or assess more efficiently or effectively?
- Am I using a **Trust-approved AI tool** (for example Co-Pilot, TeachMate, Teachermatic, Oak AI)?
- Has the tool had a **Data Protection Impact Assessment (DPIA)**?
- Is AI the right tool for this task – or would human input alone be better?

Ethical use and transparency

- Am I applying **professional judgement** to every AI-generated output?
- Am I clear with students or colleagues about when and how AI has been used?
- Am I using AI to **support**, not replace, personal relationships in the classroom?
- Am I aware of any **ethical limitations** of the AI I'm using (e.g. risk of bias)?

Privacy and protection

- Am I avoiding uploading **any personal or sensitive data**, inc. student names, assessments or identifying work?
- Has consent been obtained for any use of student work with AI tools?
- Am I complying with **GDPR**, the **Data Protection Policy** and the **Pupil Privacy Notice**?

Teaching, learning and inclusion

Am I using AI to:

- Generate or scaffold teaching resources?
- Adapt content for EAL, SEND, or different ability levels?
- Create revision materials, assessment tasks, or model answers?
- Have I used AI to improve **accessibility** (for example text-to-speech, simplified texts, visual support)?
- Am I making sure AI-generated content promotes **fairness, diversity, and inclusion**?

Reviewing outputs and professional oversight

Have I checked AI outputs for:

- Accuracy
- Bias
- Age-appropriate tone
- Curriculum alignment?
- Have I reported any concerns with content, bias, or errors to my line manager and the Trust DPO Team?

Reflection and support

- Have I reflected on the **impact** of AI on my workload and my students' learning?
- Do I feel confident and supported in my use of AI?
- Do I know where to access **training or support** for ethical, safe, and effective use?

Purpose and appropriateness

- Is AI helping me complete my tasks more efficiently or accurately?
- Have I chosen a Trust-approved tool, or checked it with IT/Data Protection before use?

Data protection and privacy

- Am I handling data safely, following the Data Protection Policy?
- Am I avoiding uploading any personal, sensitive, or student data into AI platforms?
- Have I checked if a DPIA exists for the AI tool I'm using?

Task use

Am I using AI to:

- Draft letters, documents, newsletters more quickly?
- Generate ideas or templates for admin or display materials?
- Create adapted resources for colleagues or students?

Review and responsibility

- Am I checking the accuracy and appropriateness of anything AI has produced?
- Do I apply my judgement before sharing or using AI-generated work?
- Have I reported any concerns (bias, inaccuracies, inappropriate content) to my line manager and Trust DPO team?

Training and support

- Do I know where to go if I need help using AI safely and effectively?
- Have I had an opportunity to receive training or ask questions about AI use?

Further downloadable reading

Data protection and privacy

- *UK GDPR Overview - Information Commissioner's Office (ICO)*
- *DfE: Data Protection in Schools*

AI ethics and safety

- *Alan Turing Institute: Understanding AI Ethics and Safety*
- *OECD AI Principles*

Sustainability and technology

- *Pope Francis' Laudato Si': On Care for Our Common Home*
- *DfE: Sustainability and Climate Change Strategy*

Workload reduction and efficiency

- *DfE: Reducing Teacher Workload Toolkit*
- *Education Endowment Foundation (EEF): Evidence-Based Strategies for Teacher Workload*

Inclusion and accessibility

- *DfE: SEND Code of Practice (2015)*

Safeguarding in AI use

- *DfE: Keeping Children Safe in Education (2024)*
- *NSPCC Learning: Safeguarding in the Digital World*

AI in education

- *UNESCO: AI in Education Policy Guidelines*
- *DfE: Technology in Schools Strategy*

AI and Catholic social teaching

- *Vatican: Antiqua Et Nova on the relationship between Artificial Intelligence and Human Intelligence*



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