

1. Purpose

This policy establishes the rules for the safe, secure, and responsible use of Artificial Intelligence (AI) within Winchmore Tutors.

Our primary objectives are to:

- Protect student, parent, employee, and company information.
- Ensure compliance with UK data protection legislation.
- Maintain academic integrity and professional standards.
- Ensure AI is used to support, not replace, human judgement.
- Minimise risks associated with inaccurate, biased, or inappropriate AI-generated content.

2. Scope

This policy applies to:

- All employees
- Tutors
- Contractors
- Temporary staff
- Consultants
- Anyone acting on behalf of the company

It covers all use of AI technologies when conducting company business.

3. Approved AI Platform

Authorised AI Tool

The **only AI platform approved for company use is Microsoft Copilot** provided through the company's authorised Microsoft 365 environment.

Employees may use Microsoft Copilot for activities such as:

- Drafting communications
- Creating lesson materials
- Producing reports and summaries
- Administrative support
- Research assistance
- Data analysis within authorised company systems

Unauthorised AI Tools

The use of any other AI platform for company business is strictly prohibited.

Examples include, but are not limited to:

- ChatGPT
- Google Gemini
- Claude
- Perplexity
- DeepSeek
- Grok
- Character.AI
- Midjourney
- DALL·E
- Stable Diffusion
- Any AI browser extension or third-party AI service

Staff must not upload, share, copy, paste, or process company information within any non-approved AI platform.

4. Data Protection and Privacy

When using Microsoft Copilot, staff must only enter permitted data and not prohibited data.

Permitted Data

Only use information that:

- Is required to perform work duties.
- Is authorised for sharing within company systems.

Prohibited Data

Staff must not enter into Copilot:

- Special category personal data unless specifically authorised.
- Sensitive safeguarding information.
- Details of ongoing safeguarding investigations.
- Medical information unless required and approved.
- Financial account details.
- Passwords, access codes, or security credentials.
- Information subject to legal privilege or confidentiality restrictions.
- Identifiable information i.e. names, date of birth, address, telephone number etc.
- Client details

5. Safeguarding Requirements

As a tuition provider, safeguarding remains our highest priority.

Staff must never:

- Use AI to communicate directly with students without human oversight.
- Allow AI to make safeguarding decisions.
- Use AI to assess child welfare concerns.
- Create student profiles based on behavioural assumptions.
- Rely solely on AI-generated content when identifying risks to a student.

Any safeguarding concern must be managed by appropriately trained staff in accordance with company safeguarding procedures.

6. Human Oversight

All output generated by Microsoft Copilot must be reviewed by a member of staff before use.

Users remain responsible for:

- Accuracy
- Professional judgement
- Compliance with company policies
- Final decisions and actions

AI-generated content must never be treated as automatically correct.

Staff must:

- Fact-check important information.
- Verify references and statistics.
- Correct errors before publication or distribution.
- Ensure content is appropriate for the age and ability of students.

7. Acceptable Uses

Examples of acceptable use include:

- Creating administrative documents
- Improving writing quality
- Summarising meeting notes
- Creating presentation outlines
- Supporting research activities

All generated content must be reviewed before use.

8. Unacceptable Uses

The following are prohibited:

- Entering company information into non-approved AI tools.
- Uploading personal data without appropriate authority.
- Creating misleading or deceptive content.
- Making recruitment decisions solely using AI.
- Making safeguarding decisions using AI.
- Generating discriminatory or offensive content.
- Creating fake records.
- Circumventing company security controls.
- Using AI for personal business purposes during working time unless authorised.

9. Monitoring and Compliance

The company reserves the right to:

- Monitor use of Microsoft Copilot.
- Audit prompts and outputs generated within company systems.
- Investigate suspected misuse.
- Restrict or revoke access where necessary.

Monitoring will be conducted in accordance with applicable legal and privacy requirements.

10. Policy Statement

Winchmore Tutors recognises the benefits of Artificial Intelligence when used responsibly. Microsoft Copilot is the only approved AI platform for company business. Employees must ensure that all AI use is secure, lawful, ethical, and subject to appropriate human oversight. Responsibility for decisions, communications, safeguarding, and educational standards always remains with company staff and never with AI systems.

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Signed:



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