

## Use of Artificial Intelligence (AI) Policy

Organisation: Creative Active Lives CIC (including DigiTribe and Minemania)

Policy Owner: Director

Version: 1.2

Approved by: Director

Last Review Date: November 2025

Next Review Date: November 2026

### 1. Purpose

This policy sets out how staff, volunteers, contractors, and partners may use Artificial Intelligence (AI) tools within our organisation. It ensures that AI is used responsibly, ethically, and in line with our safeguarding, data protection, and organisational values.

This policy should be read alongside our Safeguarding, Data Protection, and IT Acceptable Use policies.

### 2. Scope

This policy applies to all individuals working with or on behalf of Creative Active Lives CIC, including employees, freelancers, contractors, and volunteers.

It covers the use of AI tools in:

- Administration and communications
- Programme delivery and resource creation
- Data collection, monitoring, and evaluation
- Engagement with children, young people, and families

Any new AI tool intended for use within the organisation must be approved by the Director before adoption.

Definition:

For the purpose of this policy, AI tools include any software or online platform that generates content, insights, or recommendations using artificial intelligence or machine learning (e.g., ChatGPT, Gemini, DALL·E, Copilot, or similar).

### 3. Guiding Principles

We will ensure that AI use is:

- Safe – AI use must never place children, young people, or staff at risk.
- Transparent – We are open about when and how AI is used.
- Ethical – AI use must align with our values of inclusion, respect, and accessibility.
- Fair – We take steps to identify and reduce potential bias in AI-generated outputs.

- Accountable – Staff and volunteers remain responsible for all decisions and outputs, not AI.
- Compliant – AI use must comply with UK GDPR, copyright law, and funder requirements.

#### **4. Acceptable Uses of AI**

Acceptable uses of AI include:

- Drafting, editing, or summarising documents, reports, and communications.
- Assisting with grant applications, proposals, or internal policies.
- Supporting educational resource design (e.g. lesson plans, activities, presentations).
- Analysing anonymised data for monitoring and evaluation.
- Accessibility support (e.g. text-to-speech, captions, translations).

All AI-generated outputs must be reviewed and approved by a member of staff before being shared externally or used with participants.

When AI is used to create materials for external use, staff must record:

- The AI tool used, and
- Confirmation that the final version has been reviewed and approved by a manager.

#### **5. Prohibited Uses of AI**

Prohibited uses include:

- Inputting or sharing personal, sensitive, or safeguarding information about children, young people, families, staff, or volunteers into AI systems without anonymisation or another lawful basis under GDPR.
- Uploading copyrighted, confidential, or unpublished organisational materials into public AI tools.
- Using AI to make or influence final safeguarding, disciplinary, or HR decisions.
- Allowing AI tools to interact with children or young people directly without staff supervision and prior consent.
- Using AI to create or share misleading, discriminatory, or harmful content.
- Presenting AI-generated work as wholly your own, without disclosure, in contexts where transparency is required (e.g. funding reports, academic work).
- Using AI for biometric processing (e.g. facial recognition) without explicit authorisation and lawful justification.

#### **6. Data Protection and Privacy**

Only anonymised or non-sensitive data may be shared with external AI tools.

Staff must ensure that:

- The AI platform used has a published GDPR-compliance statement, and
- Data is stored within the UK or EEA, or under equivalent safeguards.

Any AI use involving personal data must be authorised by the Director.

Where AI tools process personal data, a Data Protection Impact Assessment (DPIA) must be completed and approved by the Director or Data Protection Lead before use.

## **7. Accountability and Oversight**

Staff remain accountable for the quality, accuracy, and appropriateness of all AI-generated content.

Managers are responsible for ensuring that:

- AI outputs are reviewed by a human before external use.
- AI use is recorded where required.
- Periodic checks are conducted to ensure compliance with this policy, safeguarding, and data protection standards.

The Director will review this policy annually to reflect changes in technology, law, and best practice.

## **8. Breach of Policy**

Failure to follow this policy may result in:

- Withdrawal of access to AI tools
- Disciplinary action
- Safeguarding or HR measures where appropriate

All breaches will be investigated in line with the organisation's Disciplinary and Safeguarding Procedures.