

Artificial Intelligence (AI) Policy

Last updated: 25th June 2026

Next review: 25th June 2027

1. Our commitment

Participation People is committed to using Artificial Intelligence (AI) responsibly to strengthen our mission of amplifying young people's voices, improving participation and supporting inclusive, human-centred decision-making.

We use AI to enhance our work—not replace the expertise, judgement or relationships that sit at the heart of meaningful participation.

AI may support activities such as simplifying complex information, analysing anonymised data, generating ideas, improving accessibility, translating or transcribing content, and increasing organisational efficiency. Every AI-assisted output is reviewed by a member of our team before it is used.

Our approach is guided by our values of Kindness, Courage and Curiosity.

We are committed to ensuring AI is:

- Safe
- Ethical
- Transparent
- Inclusive
- Privacy-protecting
- Always subject to human oversight

2. Purpose

This policy explains how Participation People uses AI safely, ethically and responsibly across our organisation.

It demonstrates our commitment to:

- enhancing participation through appropriate use of technology
- protecting the privacy and rights of children, young people, staff and partners
- ensuring AI supports rather than replaces professional judgement
- maintaining high standards of safeguarding, accessibility and data protection.

3. Scope

This policy applies to:

- all Participation People employees, contractors and Young Consultants
- all approved AI systems used by Participation People
- any activity where AI assists with research, planning, drafting, design, translation, transcription, summarisation or analysis.

Participation People does not permit the use of unapproved public AI tools for organisational work.

4. Our principles for responsible AI

Putting young people first

AI should strengthen—not overshadow—the voices and experiences of children and young people.

Where appropriate, young people will be involved in shaping how Participation People develops and uses AI.

AI-generated content is always reviewed to ensure it is fair, inclusive and free from harmful bias or stereotyping.

Transparency

We are open about how AI supports our work.

All AI-assisted outputs are reviewed, edited and approved by a member of our team before publication or use.

Privacy and data protection

Participation People is committed to protecting personal information.

Personal, confidential or sensitive information must never be entered into AI systems unless appropriate safeguards, approvals and secure enterprise environments are in place.

Our use of AI complies with our wider information governance and data protection procedures.

Safeguarding

Safeguarding remains a human responsibility at all times.

AI is never used to:

- provide safeguarding advice
- assess disclosures
- predict or score levels of risk
- determine thresholds for intervention
- replace professional safeguarding judgement
- provide safeguarding advice directly to children, young people or families.

All safeguarding decisions are made by appropriately trained professionals.

Accountability

Participation People remains fully accountable for every decision made using AI-supported processes.

Staff are responsible for using AI appropriately, while managers oversee safe and compliant use across the organisation.

5. Approved AI technologies

Participation People only uses secure, organisation-approved AI platforms that meet our data protection, safeguarding and information security requirements.

These currently include approved enterprise versions of services such as:

- Microsoft Copilot
- ChatGPT Team / Enterprise
- Otter.ai
- SurveyMonkey AI Insights
- Slack AI
- Canva AI
- other approved organisational systems.

These platforms operate within secure organisational environments and are configured to protect organisational information wherever possible.

New AI tools are subject to internal review before adoption.

Acceptable use

AI may be used to support activities including:

- brainstorming and idea generation
- drafting non-sensitive content
- simplifying complex information
- producing accessible or youth-friendly content (with human review)
- analysing anonymised datasets
- summarising research
- translation
- consent-based transcription
- creating non-sensitive visual content
- improving organisational productivity.

6. Unacceptable use

Participation People does not use AI for:

- safeguarding decision-making
- interpreting safeguarding disclosures
- processing personal or special category data without appropriate safeguards
- analysing children's or young people's behaviour, vulnerabilities or lived experiences
- automated decision-making affecting individuals
- legal decision-making
- HR decision-making
- financial forecasting requiring professional judgement
- altering or recreating the image or likeness of children or young people.

7. Safe use of AI

Before using AI, our team ensures that:

- no personal or identifiable information is entered into AI systems unless authorised
- confidential organisational information is protected
- outputs are reviewed for accuracy, bias, hallucinations and suitability
- all AI-generated content receives human approval before use
- AI involvement is disclosed where appropriate within reports, publications and public-facing materials.

8. Legal and regulatory framework

Participation People uses AI in accordance with relevant legislation and guidance, including:

- UK GDPR
- Data Protection Act 2018

- Equality Act 2010
- Human Rights Act 1998
- United Nations Convention on the Rights of the Child (UNCRC)
- Age Appropriate Design Code (Children's Code)
- relevant safeguarding guidance and local safeguarding partnership requirements
- Participation People's Information Governance, Data Protection and Safeguarding policies.

9. Governance

Participation People regularly reviews its use of AI to ensure it remains safe, lawful and aligned with best practice.

New technologies are assessed before implementation, and our approach continues to evolve alongside developments in legislation, safeguarding guidance and emerging AI technologies.

10. Review

This policy is reviewed annually, or sooner where required due to legislative changes, safeguarding guidance, organisational learning or significant developments in AI technology.