

Megan Baker House  
Orchard Lane  
Ledbury  
Herefordshire  
HR8 1BY

Charity Number 1141827



## Use of Artificial Intelligence (AI) Policy

Organisation: Megan Baker House Ltd (MBH)

Effective From: 1<sup>st</sup> August 2025

Review Date: 31<sup>st</sup> July 2026

### Purpose

This policy outlines how Megan Baker House Ltd (MBH) will use AI.

It ensures AI tools support our charitable aims while safeguarding beneficiaries, staff, volunteers, and partners.

**AI will not be used for decision making at MBH.**

### Scope

This policy applies to:

- All staff, volunteers, contractors, and trustees
- Any AI technology used in service delivery, administration, fundraising, or communications
- External partners or vendors providing AI services on our behalf

### Approved Uses of AI

AI may be used for:

- Drafting or editing documents (e.g., using AI writing assistants)
- Translating materials or simplifying text for accessibility
- Generating social media content or newsletters (with review)
- Scheduling or automating repetitive administrative tasks
- Analysing anonymised data to improve service delivery

Any new AI service or software must be:

- Approved by the IT/Data Protection Lead
- Subject to risk assessment and ethical screening
- Aligned with our safeguarding and data protection policies

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### **Governance & Review**

Oversight of AI usage sits with the Chief Executive Officer and board of Trustees. This policy will be reviewed annually or when significant technological/legal changes occur.

Approved By:

Name: John Gough

Position: Chief Executive Officer

Date: 31<sup>st</sup> July 2025