



# **Brent Centre for Young People**

## **AI Policy**

## Version Control - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Next Review Date	Authors
1.0	Valentina Levi	12/01/2026	NA	12/01/2027	Harriet Weaver & Niall Henderson

The Brent Centre for Young People recognises that AI technologies are developing rapidly. While they may offer administrative benefits, they must never compromise the psychodynamic, human, and relational foundations of our clinical work. This policy reflects the Centre's commitment to ethical, reflective, and secure use of technology in service of young people's wellbeing.

### 1. Purpose and Scope

The purpose of this policy is to set out how Artificial Intelligence (AI) tools and language models (e.g. ChatGPT, Copilot, Gemini) may and may not be used within the Brent Centre for Young People (BCYP).

It applies to all staff, trainees, volunteers, contractors, and third parties who may use AI tools in the course of their work.

The Centre recognises that AI tools can support administrative efficiency, training, and research preparation. However, their use in a psychotherapeutic, clinical, or safeguarding context poses significant ethical, confidentiality, and relational risks that must be carefully managed.

Use of AI by the Centre will have appropriate human oversight with humans being responsible for making all final decisions on their output. We will maintain oversight by monitoring AI systems' performance, impact, and compliance with this policy on an ongoing basis.

### 2. Definition of Artificial Intelligence (AI)

We define Artificial Intelligence (AI) as the ability of machines or software to perform tasks that would normally require human intelligence. AI systems can process data, learn from it, and make decisions or predictions based on that data. AI is a broad field that encompasses many different types of systems and approaches to machine intelligence, including rule-based AI, machine learning, neural networks, natural language processing and robotics.

Examples include, but are not limited to: ChatGPT, Claude, Gemini, Copilot, Perplexity, and similar large language models (LLMs).

### **3. Clinical Use Restrictions**

AI tools **MUST NOT** be used in any form of direct or indirect clinical work. Specifically, AI systems must never be used to:

- Write or edit therapy notes, clinical records, or session summaries
- Interpret or analyse client material, narratives, or communications
- Develop case formulations, risk assessments, or diagnostic impressions
- Draft or structure clinical correspondence, reports, or referral letters
- Generate or summarise safeguarding concerns or escalation actions

All clinical records and formulations must be written and reviewed solely by qualified clinicians in accordance with Centre procedures and professional standards.

### **4. Appropriate Non-Clinical Uses of AI Tools**

AI tools may be used at the Brent Centre for non-clinical and low-risk activities that support the organisation's internal functioning and staff development. Acceptable uses include:

- Internal communication: drafting or refining internal messages, meeting summaries, staff notices, or internal policy updates.
- Education and training: helping to prepare materials for staff learning sessions, workshops, or presentations.
- General background enquiry: using AI to explore broad, non-confidential topics that inform day-to-day work, such as organisational best practice, communication strategies, or professional writing style.

Staff members remain personally responsible for checking the accuracy, tone, and suitability of any content produced or supported by AI before it is shared or used within the Centre.

### Use of Existing Creative Works

Artists and other creative professionals hold legal rights to their intellectual property and are entitled to appropriate recognition and protection under copyright law. Accordingly, it is not permissible to instruct generative AI systems to reproduce, imitate, or generate content “in the style of” a specific artist or creator without their explicit consent.

Generative AI models are trained on large and often unspecified datasets, and it cannot be assumed that permission from individual artists has been obtained.

### Examples:

- *Acceptable:* “Generate an image depicting a group of people dancing.”
- *Unacceptable:* “Generate an image of a group of people dancing in the style of Banksy.”

This policy applies to all generative outputs, including but not limited to visual art, video, text, and audio content.

## 5. Inaccurate Information

AI systems can sometimes provide inaccurate or misleading information, and in some cases, may even generate content that appears factual but is entirely fabricated. Users must therefore exercise critical judgement and verify all outputs before relying on them for any purpose.

When using AI tools for legitimate, non-clinical tasks, users should aim to:

- **Be specific and clear:** Phrase questions or requests precisely, providing enough context for the tool to generate a relevant answer.
- **Check and refine:** Review the initial response carefully. If it is unclear, incomplete, or inaccurate, rephrase and ask again.
- **Provide structure:** Indicate the type of output you need (for example, a summary, bullet points, or a short paragraph).

- **Verify accuracy:** Always confirm information against reliable and authoritative sources before use.
- **Avoid ambiguity:** Use clear, neutral language that minimises misunderstanding.
- **Maintain ethical standards:** Avoid prompts or wording that could produce biased, discriminatory, or inappropriate content.
- **Apply human oversight:** AI outputs should support, not replace, thoughtful human judgement and professional discretion.
- **Check for use of UK or US English, correct grammar, and punctuation.**

All AI-generated material used in any internal work must be checked and edited by the staff member responsible for the final version.

## **6. Safeguarding and Risk Protocols**

AI systems must not be relied upon for identifying, screening, or assessing risk in any form. All risk formulation, screening, and escalation decisions, including those relating to self-harm, suicidality, abuse, or neglect, must be led by clinicians and follow the Centre's safeguarding and clinical governance frameworks.

AI-generated summaries or text outputs may omit or distort risk indicators and therefore must never be used in risk-sensitive or time-critical decision-making.

## **7. Confidentiality and Data Protection**

Psychotherapy data is highly sensitive and protected by clinical, ethical, and legal frameworks. To protect client confidentiality and comply with UK GDPR, the Data Protection Act 2018, the NHS Data Security and Protection Toolkit (DSPT), and the Caldicott Principles:

- No client-related material, including anonymised or disguised information, may be entered into any AI system unless it operates on a locally hosted, secure NHS/Information Governance-compliant model approved by the Centre's Information Governance Lead.
- Staff must never upload or paste any text, image, or transcript containing clinical, personal, or identifiable details into an external AI tool.

- Any suspected data breach or AI misuse must be reported immediately through the Centre's Data Protection and Incident Reporting procedures.

Staff must not include the names of clients, colleagues, or the organisation when interacting with AI tools. External systems are not approved for handling confidential data and may store or process information outside UK jurisdictions. Only fully secure, NHS/IG-compliant systems approved by the Centre may be used for any work involving sensitive material.

Any accidental disclosure of personal or sensitive data via an AI system, or suspected misuse of AI outputs, must be reported immediately through the Centre's Incident Reporting process and the Data Protection Officer. Such incidents will be reviewed under Information Governance and Clinical Governance procedures.

## **8. Therapeutic Relationship and Clinical Thinking**

The Centre's clinical practice is founded on reflective, relational, and psychodynamic thinking. While AI can assist with administrative tasks, it must not influence or replace the clinician's reflective capacity or relational understanding of the client.

AI outputs must not be treated as a framework for clinical reflection, formulation, or supervision.

Staff and trainees must remain aware that overreliance on AI risks reducing nuanced, human understanding of young people's experiences into structured or mechanistic formulations.

## **9. Guidance for Trainees and Supervisors**

The Brent Centre provides professional training for psychotherapists and counsellors. AI tools may assist trainees in academic or administrative tasks (for example, summarising readings, proofreading essays, or generating reference lists), but:

- Trainees must not use AI to write, paraphrase, or structure, process notes, or clinical reflections
- Supervisors should actively discuss and monitor appropriate AI use during supervision
- Any academic work that uses AI assistance must include a clear statement acknowledging this (for example, *"AI-assisted draft — reviewed and finalised by [name]"*)

## **10. Cultural and Identity Sensitivity**

Adolescents frequently explore identity, culture, gender, sexuality, and race in therapy. AI systems may reproduce bias or stereotypes embedded in their training data. Therefore, staff must critically review all AI-generated material for bias or harm, especially in contexts involving:

- Gender, sexuality, and relationship diversity
- Race, culture, and migration
- Disability and neurodiversity
- Religious or spiritual identity

Bias awareness and inclusive practice must remain central to all clinical and organisational use of AI.

## **11. Compliance and Governance**

All AI use within the Brent Centre must align with:

- UK [General Data Protection Regulation \(UK GDPR\)](#) and the [Data Protection Act 2018](#)
- [NHS Data Security and Protection Toolkit \(DSPT\)](#)
- [Information Commissioner's Office \(ICO\) AI and Data Protection Guidance](#)
- [Caldicott Principles](#)
- Brent Centre Safeguarding and Clinical Governance Policies

The Centre will monitor compliance through its Information Governance and Clinical Governance structures.

Annual reviews will ensure ongoing alignment with ethical, clinical, and technological developments.

## **12. Oversight and Review**

- Regular training will be provided to ensure staff understand appropriate and prohibited AI use

- Training will cover the ethical, clinical, and information-governance aspects of AI, including privacy risks, bias awareness, and responsible use of digital tools.
- Any AI-related incident or breach must be reported through the Centre's standard Incident Reporting process
- This policy will be reviewed annually, or sooner if required by regulatory or technological change

### **13. Environmental Considerations**

We are aware of the environmental impact of AI due to its very high energy consumption. We will take this into account when considering our environmental impact and seek to make use of any emerging technologies that will help to minimise or mitigate this.

### **14. AI Legal Compliance**

We will take all reasonable steps to identify copyrighted material. For any such material we use, we will ensure we have their copyright agreement, or it falls within 'fair use', or other exception to copyright, or the Open Government Licence (OGL), or some other free use category.

We will not knowingly use any online material, such as from social media accounts or online galleries, which has been marked as 'NoAI', 'NoImageAI', or similar.

We will take all reasonable steps to ensure that our use of AI does not have a negative impact on the legal rights and/or liberties of individuals or groups and complies with the Data Protection Act.

In particular, we will ensure that for any AI use of our data, the data is clean, complete, compliant and we have appropriate consent, particularly the safeguarding of sensitive personal information.