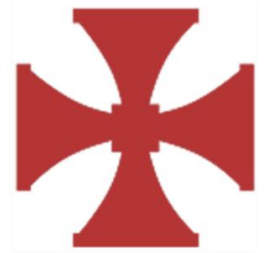




Josephine Butler

Junior Common Room



Policy			
Generative AI and Content Generation			
Issue Date	August 2026	Reference	P/023
Next Review Due	August 2027	Review Cycle	1 Year
Reviewing Panel	Board of Trustees		
Applicability	Employees Executive Committee Trustees Volunteers Contractors		

1. ABSTRACT

- 1.1. Josephine Butler Junior Common Room CIO ("the JCR") is a registered charity.
- 1.2. Generative AI comes with risks and benefits, which this policy recognises.
- 1.3. Therefore, the JCR expects its trustees, employees, volunteers, and contractors to follow this policy to maximise the benefits from this policy, whilst minimising the risks.
- 1.4. "A computer can never be held accountable, therefore a computer must never make a management decision." - IBM Training Manual, 1979.

2. DEFINITIONS

- 2.1. "Generative AI" shall be defined as an Artificial Intelligence model which is able to generate data, in modes such as text, image, video, or audio, based on a prompt.
- 2.2. This definition of "Generative AI" shall not include the outputs from algorithms where a human is required to infer the data before publishing anything, such as statistical models, which may be used for financial forecasts, or spell checks and auto-complete algorithms which require a human to accept the suggestion, or any transcription software. The definition does however include tools where the inference is made for them.

3. SOCIAL MEDIA AND EMAIL CONTENT

- 3.1. This section shall complement P/031 (Social Media Policy), but in cases of conflict, this section shall override the Social Media Policy.
- 3.2. Generative AI shall not be used to generate text for any emails or social media content given a prompt, unless the prompt is text written by a human, and the Generative AI model is asked for any enhancements, as if the Generative AI was a human peer-reviewing the text.
- 3.3. Generative AI shall not be used to generate video content, but may be permitted to be used for:
 - 3.3.1. Specific editorial actions, such as a removal of an object, from a filmed video clip.
 - 3.3.2. Adding captions, as this comes under the transcription exception.
- 3.4. Generative AI shall not be used to generate audio content, unless it is a text-to-speech model, which can be used on the grounds of accessibility. No text-to-speech prompt can include sensitive information.
- 3.5. Generative AI shall not be used to generate images entirely.
- 3.6. Generative AI, however, shall be allowed to edit individual components of a graphic, for example clipart, to change colours or a minor feature, as long as the JCR is permitted to use the original image, and is permitted to modify it, based on the copyright of the image.
- 3.7. Generative AI shall not be used to generate any other mode of content not specified, unless approved by the JCR President, and the Chair of the Board of Trustees, or their deputy.

4. CODE FOR PUBLIC FACING TOOLS

- 4.1. The JCR uses code, for instance, for the website. "Public Facing" is defined as anything where the output of the code may be accessed by any member of the JCR, or the members of the public.
- 4.2. Generative AI shall not be used to write code for the website, unless it is for modules of the code, which are then reviewed by a human, and comments are re-written by a human.
- 4.3. A module of the code could be defined as a function, which has one purpose.
- 4.4. Code generated by generative AI may be used as inspiration, however, must be written by a human to ensure that any logical flaws are eliminated.
- 4.5. All code generated by generative AI must be tested, in the same way one would test code generated by a human, including by testing permitted cases, edge cases, and erroneous cases.
- 4.6. Any data, which is not accessible to members of the public, shall never be submitted in a prompt to an AI model.

5. INTERNAL FACING TOOLS

- 5.1. "Internal Facing Tools" is defined as any tool which can be accessed by a small subset of all people, such as the executive committee.
- 5.2. Any data, which is not accessible to members of the public, shall never be submitted in a prompt to an AI model.
 - 5.2.1. An exception for this would be models to transcribe speech.
- 5.3. Generative AI may be used to generate the code or inferences, as long as the human supervising the generation can understand what it is writing.
- 5.4. Any code generated must not be able to access any individual data, nor be able to perform actions such as sending emails, unless it runs locally, and is tested in the same way as any code in section 4.
- 5.5. Any code or inferences generated, however, is permitted to take generalised statistics as an input.
 - 5.5.1. Any inferences made from any output the code generated must, however, be cross checked by the person supervising the generation of the code, and the output.

6. IMPLEMENTATION

- 6.1. The Chair of the Board of Trustees, or their deputy, and the JCR President, will ensure that this policy is brought to the attention of all volunteers, employees, and contractors.
- 6.2. The Board of Trustees shall monitor the implementation of this policy.

7. APPROVAL AND REVIEW

- 7.1. This Generative AI and Content Generation Policy was prepared in May 2026 by the Compliance and Governance Officer, on behalf of the Board of Trustees.

- 7.2. This policy shall be reviewed every three years by the Board of Trustees, in consultation with the JCR President, and the JCR Executive Committee.

This Generative AI and Content Generation Policy has been approved by the JCR President, and the Board of Trustees.

Signed **David Evans**
[Insert Signature Here]

Signed **Michael Cheung**
[Insert Signature Here]

Dated DD/MM/2026
Position **Chair, Board of Trustees**

Dated DD/MM/2026
Position **JCR President**