



Psychotherapy Institute

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Artificial Intelligence (AI) Use Policy

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1. Purpose

Psychotherapy Institute recognises that Artificial Intelligence (AI) technologies are becoming increasingly embedded within education, administration, marketing, and professional practice. This policy establishes clear boundaries to ensure that any use of AI:

- Protects client confidentiality
- Upholds professional ethical standards
- Maintains academic integrity
- Supports — rather than replaces — clinical judgement
- Complies with UK data protection law

The Institute affirms that psychotherapy is fundamentally a **relational, human endeavour**, and AI must never substitute for the therapeutic relationship.

2. Scope

This policy applies to:

- Employees
- Associates
- Supervisors
- Trainers
- Trainees
- Volunteers
- Contractors

It covers AI use in:

- Clinical work
- Training and assessment
- Academic writing
- Marketing

- Administration
 - Research
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3. Definition of Artificial Intelligence

For the purposes of this policy, AI refers to computational systems capable of generating text, images, audio, data analysis, or decision-support outputs in response to prompts.

Examples include:

- Generative text platforms
- Automated transcription tools
- AI note-taking software
- Image generators
- Predictive analytics

The absence of a named tool does not imply permission for use.

4. Core Ethical Position

Psychotherapy Institute adopts the following principles:

Human Primacy

Clinical judgement must always remain with the practitioner.

Confidentiality First

No identifiable client material may be entered into public AI systems.

Transparency

Where AI materially contributes to published or assessed work, this must be declared.

Accountability

The user — not the AI — is responsible for the content produced.

Competence

Users must understand both the capabilities **and limitations** of AI.

5. Permitted Uses

AI may be used responsibly for low-risk professional activities such as:

Administrative Support

- Drafting routine correspondence
- Summarising non-confidential meetings
- Creating procedural documents

Educational Enhancement

- Supporting lesson planning
- Generating teaching ideas
- Structuring academic material

Marketing and Communications

- Drafting social media posts
- Generating website copy
- Editing for clarity

Academic Support (Trainees)

AI may assist with:

- Structuring essays
- Improving grammar
- Clarifying concepts

However:

AI must **not** produce substantive academic work presented as the trainee's own.

Undeclared AI use may constitute academic misconduct.

6. Prohibited Uses

The following are strictly prohibited:

Entry of Client Data

Under no circumstances may staff or trainees input:

- Client names
- Initials
- Dates of birth
- Addresses
- Session material
- Recordings
- Case notes
- Highly specific demographic data

Even anonymised material may be identifiable when combined with contextual detail.

When in doubt — **do not input the data.**

Clinical Decision-Making

AI must never be used to:

- Diagnose clients
- Assess risk
- Determine safeguarding actions
- Generate treatment plans without clinical oversight
- Replace supervision

AI outputs must not be treated as clinical authority.

Therapy Delivery

Psychotherapy Institute does **not** permit:

- AI-led therapy
- Chatbot therapy with Institute clients
- Automated psychological advice

Any future consideration of such technologies would require formal ethical review.

7. Data Protection and Legal Compliance

All AI use must comply with:

- UK GDPR
- Data Protection Act 2018
- Confidentiality law
- Institute data governance policies

Users must assume that information entered into public AI platforms may be stored externally and used for system training.

Institute devices should only access AI platforms approved by leadership.

8. Academic Integrity (Training Programmes)

Trainees must:

- Declare AI assistance where used
- Verify accuracy independently
- Cite primary sources rather than AI
- Demonstrate original critical thinking

Indicators of unacceptable use include:

- Fabricated references
- Generic analysis lacking theoretical depth
- Inability to discuss submitted work

Work suspected of undisclosed AI generation may be investigated under academic procedures.

9. Risk Awareness

AI systems are known to:

- Produce incorrect information (“hallucinations”)
- Reflect cultural bias
- Oversimplify complex psychological theory

- Generate false citations

Clinical and academic users must therefore apply professional scepticism at all times.

10. Staff Responsibilities

All staff and associates are expected to:

- Exercise professional judgement
- Maintain confidentiality
- Avoid over-reliance on AI
- Seek guidance when uncertain

Senior staff must model ethical AI behaviour.

11. Governance

The Director retains responsibility for:

- Approving AI tools
- Monitoring regulatory developments
- Updating this policy
- Ensuring alignment with psychotherapy ethical frameworks

Significant breaches may result in disciplinary action.

12. Future Developments

Artificial intelligence is evolving rapidly.

Psychotherapy Institute commits to:

- Reviewing this policy annually
 - Tracking guidance from professional bodies
 - Prioritising client safety
 - Supporting informed, ethically grounded innovation
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13. Policy Statement

Artificial Intelligence should enhance professional practice — never diminish the relational depth, ethical responsibility, and human presence at the heart of psychotherapy.