

Plagiarism, AI and Malpractice Policy

This policy has been written, following the guidance of Cambium Sustainable.

Plagiarism / AI

Bus Stop Forest School Training aims to be vigilant to the possibility of plagiarism and AI generated content within students written course work and will try to prevent this from taking place.

Bus Stop Forest School Training understands that there is many Forest School and Outdoor learning documents available to access and that students may copy or use the work of others, without making proper reference to this work, whether in the written form or printed within their portfolios and thus Trainers will clearly explain to students that the work of others must be clearly referenced and work will be referred back to students if the appropriate referencing is not used.

Bus Stop Forest School Training understands that using AI to generate work book content is a form of plagiarism and thus AI generated work will not be accepted and this will be clearly explained to students.

Procedures in place to prevent Plagiarism / AI:

- Students are asked to sign a declaration form at the front of their workbook, stating that the work is all their own.
- Where students are working with a colleague to complete parts of their workbook, for example the Forest School Handbook, they are asked to sign a declaration form, declaring that the work has been completed equally.
- Students are asked to include a Bibliography and Reference page, evidencing where the information has come from and are guided to include references throughout their workbook.
- Trainers endeavour to keep their knowledge of publications up to date, enabling plagiarism to be identified to students.
- Trainers can copy and paste students written texts into search engine on the internet and this identifies if plagiarism / AI has occurred.

Malpractice

Bus Stop Forest School Training aims to be vigilant to the possibility of malpractice on the part of a student to compromise the integrity of the assessment process and or the validity of the certification, whether deliberate or unintentional.

Malpractice may be, but not limited to the following:

- Plagiarism of a workbook.
- Using AI to generate answers for a workbook.

- A student's colleague who completes a student's workbook on their behalf.
- A Bus Stop Trainer completing a student's workbook for them.
- Giving a false personal and professional information.

If malpractice is suspected by Bus Stop Forest School Training an investigation will be carried out and Cambium Sustainable and Agored Cymru informed. In the event of an investigation, it will be carried out with regard to:

- Keeping the identity of the persons involved confidential.
- The documents/evidence in question, will be kept and shared with professionals leading the investigation.
- The outcome of the investigation and action to be taken shared with all parties involved.

If a Bus Stop Trainer is suspected of malpractice, the above procedure will apply.

Useful Plagiarism Checker Sites to use:

- www.justdone.com - £2 charge for 7 day access
- www.grammarly.com/plagiarism-checker -Free access

This policy was reviewed in May 2025, to be updated in September 2025.

Signed by Lead FS Trainer: _____ Trainer: _____