Hamp Nursery and Infants School

Artificial Intelligence (AI) Policy

2026-2027

Policy Statement

Hamp Nursery and Infants School recognises that Artificial Intelligence (AI) has the potential to enhance teaching, learning and school leadership. We are committed to using AI tools responsibly, safely and ethically to support educational outcomes, efficiency and innovation, while safeguarding pupils, staff and data. This commitment aligns with statutory requirements and best practice in data protection, safeguarding and digital literacy. The school will continue to review and adapt its approach as AI technologies evolve.

Aims

- To ensure the ethical, responsible, and transparent use of AI across the school.
- To enhance teaching and learning through AI-supported tools that complement, not replace, professional judgment.
- To support leadership, administration, and planning with AI technologies that improve efficiency and decision-making.
- To protect pupils and staff from inappropriate or unsafe AI use, ensuring compliance with safeguarding and data protection laws.

Scope

This policy applies to all staff, governors, visitors, volunteers, and contractors who use AI technology on behalf of Hamp Nursery and Infants School. It covers both teaching and learning applications and leadership/administrative uses of AI.

Definitions

- Artificial Intelligence (AI): Technology that performs tasks typically requiring human intelligence, such as understanding language, recognising patterns, generating content, or making predictions.
- Generative AI: Tools that create new content (e.g., text, images, video) such as ChatGPT, Copilot, DALL·E, or similar platforms.

Teaching and Learning

Artificial Intelligence (AI) technologies are being explored and implemented to enhance teaching, learning and school operations. At Hamp Nursery and Infants School, AI will be used as a supportive tool to assist staff and enrich the educational experience, rather than replace professional judgement or human interaction. Examples of appropriate use include:

- Support lesson planning, curriculum design, and resource creation, under teacher oversight.
- Provide adaptive learning experiences, where appropriate, to meet individual pupil needs.
- Generate assessment prompts, quizzes or differentiated materials aligned with the curriculum.
- Enhance teacher reflection and professional development by providing feedback or coaching tools.

To ensure AI is used responsibly and supports high-quality teaching, teachers must:

- Always review and verify AI-generated content for accuracy, bias, and age-appropriateness.
- Avoid using AI to replace professional teacher judgement or direct interaction with pupils.
- Ensure AI is never used for direct pupil assessment or decision-making without human moderation.
- Avoid uploading any personal, identifiable or sensitive data about pupils or families into AI systems.

Leadership and Administration

School leaders are responsible for ensuring that AI is used strategically, ethically, and in line with the school's values. Leaders may use AI to:

- Draft or edit policies, reports, newsletters, and communications.
- Analyse anonymised data trends to inform school improvement planning.
- Automate repetitive administrative tasks responsibly and securely.
- Support recruitment and staff development in a fair, transparent manner.

To maintain safe and compliant AI use, leadership must ensure:

- AI tools comply with GDPR and UK data protection legislation.
- No confidential information (e.g., pupil names, staff records, safeguarding data) is entered into public AI systems.
- Staff are trained to understand both the benefits and risks of AI use.
- Any AI adoption aligns with the school's values, safeguarding principles, and equality commitments.

Safeguarding and Ethics

Safeguarding and ethical considerations are central to all uses of AI within the school. The following principles must be upheld to ensure AI supports a safe, fair, and inclusive learning environment:

- AI must never be used to profile pupils, predict behaviour, or make automated decisions.
- Staff must remain alert to the risks of misinformation, bias, or deepfakes generated by AI tools.
- AI should always promote inclusivity, respect, and positive digital citizenship.
- Pupils should be taught basic understanding of AI in an age-appropriate way within the computing and digital literacy curriculum.

Data Protection and Security

The use of AI within the school must fully comply with data protection legislation and uphold the highest standards of privacy and security. To ensure compliance and safeguard personal information:

- All AI tools must comply with GDPR and the Data Protection Act 2018.
- Personal data must not be shared with external or unverified AI systems.

- Any new AI system or software must undergo a Data Protection Impact Assessment (DPIA) before use.
- The Data Protection Officer (DPO) should be consulted when AI tools process or analyse personal data.

Staff Conduct and Training

All staff share responsibility for ensuring that AI is used in a professional, ethical and informed manner. The following expectations support consistent practice and ongoing professional development:

- Staff must use AI in line with the Staff Code of Conduct and Acceptable Use Policy.
- AI should be seen as a supportive tool, not a substitute for professional expertise or ethical judgement.
- Training opportunities will be provided to ensure staff understand how to use AI responsibly and effectively.

Monitoring and Review

The AI Policy will be reviewed annually or sooner if significant changes in technology or legislation occur. Responsibility for oversight lies with the Headteacher and Senior Leadership Team (SLT). Feedback from staff, governors and stakeholders will inform ongoing review and improvement.

Roles and Responsibilities

To ensure the effective and ethical implementation of this AI policy, clear roles and responsibilities have been established. Each member of the school community plays a vital part in maintaining the safe, transparent and responsible use of artificial intelligence within educational and administrative contexts. The following outlines the key responsibilities:

- Headteacher – Overall implementation and monitoring of policy.
- SLT – Oversight of AI use across teaching and administration.
- Data Protection Officer – Ensures data protection compliance.
- All Staff – Ethical and safe use of AI in professional practice.
- Governors – Monitor policy impact and compliance with statutory requirements.

Related Policies

- Data Protection Policy
- Safeguarding and Child Protection Policy
- Staff Acceptable Use Policy
- Online Safety Policy
- Teaching and Learning Policy

Lead Member of Staff: Mrs Foord and Mrs Wynn – online safety Lead)
Designated Safeguarding Leads: Mrs Weatherburn, Mrs Newcombe and Mrs Beresford.

Written by: Mrs Mary Weatherburn – Autumn 2025

Signed by: Head _____

Approved by: Governing Body _____

Review Date: Autumn 2027/2028 or in line with any statutory changes.