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## Hazel Wood Infant School

# Artificial Intelligence (AI) Policy

March 2026 – March 2027

### 1. Introduction

Hazel Wood Infant School recognises the growing role of Artificial Intelligence (AI) in education. This policy sets out how AI may be used safely, ethically, and effectively by staff to support teaching, learning, and workload within an infant school context.

AI is **not** a replacement for professional judgement. Staff remain responsible for all materials they create or adapt using AI.

This policy applies to all staff, students on placement, and volunteers using school devices or systems.

### 2. Principles

At Hazel Wood Infant School we use AI in ways that reflect our school values of **Independence, Team Player, Creativity and Resilience.**

Staff will:

- Use AI **thoughtfully and safely**, ensuring all content aligns with our safeguarding responsibilities.
- Maintain **fairness and respect**, avoiding bias or discrimination in AI-generated resources.
- Use AI **transparently**, acknowledging when it has supported planning or resource creation.
- Ensure all AI use is **secure**, protecting pupil and family data at all times.
- Use AI **only when appropriate**, mindful of environmental impact and workload efficiency.
- Remain the **authors and final decision-makers** for all outputs created with AI.

## 3. Use of AI at Hazel Wood Infant School

### 3.1 Staff use

Staff may use AI to support teaching, learning and workload, such as:

- Simplifying texts for SEND or lower-attaining pupils
- Drafting planning ideas or resource outlines
- Generating images, stories, or songs for classroom use
- Producing questions, phonics activities or maths problems
- Drafting reports, newsletters, or letters (staff must edit before use)
- Summarising documents or producing professional notes

**AI outputs must always be checked by staff for accuracy, appropriateness, and age suitability.**

### 3.2 Pupil use

As an **infant school**, pupils **do not** use generative AI tools.

Adults may, however, create AI-supported resources for pupil use (e.g., simplified texts, images, stories).

## 4. Safeguarding, Privacy and Data Protection

### 4.1 Personal data

Staff must **not** enter identifiable information about any child, parent, or staff member into any AI system **unless**:

- the system is approved by the school
- it is accessed through secure school accounts
- the information is strictly necessary

No pupil surnames, addresses, medical needs, family details or safeguarding information should ever be input into AI tools.

### 4.2 Secure systems

Staff should only use:

- AI tools within **Microsoft 365**

Any new AI tool must be approved by the **AI Lead** or the **Senior Leadership Team (SLT)** before use.

### **4.3 Accuracy and appropriateness**

AI may produce incorrect or inappropriate content. Staff must:

- check facts
- remove sensitive, unsuitable or biased content
- ensure age-appropriateness for EYFS/KS1
- ensure images do not depict real children or unsafe scenarios

## **5. Approved Uses and Limitations**

### **5.1 Allowed**

AI may be used for:

- lesson planning and idea generation
- drafting teaching resources
- creating low-stakes quizzes
- generating phonics, spelling, or maths examples
- writing reports or correspondence (staff-edited)
- summarising CPD or policy documents

### **5.2 Not allowed**

AI must **not** be used for:

- making decisions about pupil progress or attainment
- generating safeguarding notes or storing safeguarding information
- writing formal assessments or EHCP documentation without careful staff editing
- entering personal data into insecure/open AI systems
- replacing professional judgement

## **6. Staff Responsibilities**

Staff must:

- Verify all AI-generated content
- Edit AI outputs so they reflect Hazel Wood's tone, curriculum and expectations
- Clearly label AI-assisted planning when submitted for monitoring
- Follow school GDPR and e-safety procedures

- Seek advice when uncertain about appropriate use

## 7. Leadership Responsibilities

The **Headteacher, AI Lead, and Senior Leadership Team** will:

- Approve AI tools before they are used in school
- Provide staff training and guidance
- Monitor safe and ethical use of AI
- Review the impact of AI on teaching and workload
- Update the policy annually

## 8. Prompt Guidance for Staff

When using AI, staff should consider:

- **Purpose** – Why am I using AI?
- **Clarity** – Is my instruction clear?
- **Audience** – EYFS/KS1 children require age-appropriate language and images
- **Boundaries** – Avoid personal data and sensitive information
- **Verification** – Check every output

AI is a **starting point**, not a finished product.

## 9. Environmental Considerations

Staff should avoid unnecessary use of AI and consider:

- Whether a task needs AI support
- Whether existing resources can be reused or adapted instead

## 10. Policy Review

This policy will be reviewed annually by the **Senior Leadership Team** and shared with the Governing Body.

Staff and families may be consulted through annual surveys or feedback opportunities.

**Next review:** March 2027