

Hazlemere Church of England Combined School



***“Encourage one another and build one another up”
1 Thessalonians 5:11***

**Artificial Intelligence Policy
2025-2027**

1. Purpose and Ethos

At HAZLEMERE CHURCH OF ENGLAND SCHOOL, we embrace technology as a tool to enhance teaching, leadership, and professional growth, not to replace the human judgment, creativity and care that define our work. Artificial Intelligence (AI) has the potential to save time, raise quality, and free colleagues to focus on what matters most: **our pupils and community**. We will use AI consciously, not compulsively, always guided by ethics, quality, and well-being.

2. Alignment with Ofsted, DFE and Legal Guidance

HAZLEMERE CHURCH OF ENGLAND SCHOOL follows Ofsted’s principles for responsible AI use, ensuring that:

- AI complements, not replaces, professional expertise.
- Human accountability remains central in every decision and communication.
- Safeguarding, data protection, fairness, and privacy are prioritised at all times.
- Schools are transparent about how AI is used and continually evaluate its impact on staff and pupils.

(Ref: *Ofsted’s Approach to Artificial Intelligence, 2024; How Ofsted looks at AI during inspection and regulation, 2025*)

HAZLEMERE CHURCH OF ENGLAND SCHOOL recognises that the use of AI engages several areas of UK law, including data protection, equality and anti- discrimination, human rights, intellectual property, and online safety. All AI tools and practices must comply with these frameworks.

Staff must report any concerns about unfair, biased, or inappropriate AI outputs to the Online Safety Lead or Data Protection Officer (DPO), ensuring transparency and accountability in line with legal expectations.

3. The HAZLEMERE CHURCH OF ENGLAND SCHOOL Three Methods of Conscious AI Use

All staff are guided by our *Three Methods* when deciding whether and how to use AI:

Method	The 3 Reflective Questions	Suggested Appropriate Tasks
1. Human Prompt → AI Generation → Human Refinement	1. Will this tool enhance the clarity, accuracy, or quality of my work? 2. Will this free time that I can reinvest in pupils, colleagues, or personal growth? 3. How will this make me <i>feel</i> about my work? Does it reflect my values and voice?	<ul style="list-style-type: none"> • Educational Quizzes • Communication (concise or procedural) • Meeting Notes/Minutes • Safeguarding Quizzes/Ongoing Training
2. Human Draft → AI Generation → Human Refinement		<ul style="list-style-type: none"> • Critical Lesson Resources (e.g. model texts/crib sheets for support staff) • Communication (key letters/ newsletters) • Staff/Pupil Celebration (reports) • Crisis Management
3. Human Draft → AI Critique → Human Refinement		<ul style="list-style-type: none"> • Lesson Planning and Preparation • Communication (critical change initiatives) • Policy Checks and Development • HR Documents (e.g. recruitment) • Recommendation Statements (for all stakeholders)

4. Applications of AI at HAZLEMERE CHURCH OF ENGLAND SCHOOL

AI is used at HAZLEMERE CHURCH OF ENGLAND SCHOOL primarily to:

- Generate creative and refined content to enhance the delivery and impact of lessons.
- Draft or refine professional communications (e.g. letters, policies, reports).
- Support safeguarding training through scenario generation.
- Cross-check policies against statutory updates.
- Create compliant, accessible summaries of documentation.
- Support leadership reflection, meeting notes, and workload efficiency.

In all uses, **AI output is reviewed, edited, and approved by the human author** before sharing or publishing. Where possible, staff should maintain transparency in their use of AI by evaluating outputs critically, documenting key prompts when appropriate, and checking accuracy, fairness, and potential bias. This supports responsible oversight and justification of ethical AI use.

5. Ethical and Emotional Awareness

We recognise that AI can influence how work feels as well as how it functions.

- Staff are encouraged to notice when AI is helping them feel more effective or creative, and when it risks feeling impersonal or overused.
- Leaders model reflective AI use, valuing intuition, empathy, and professional pride as much as efficiency.
- Training and professional dialogue help staff balance innovation with integrity, ensuring AI enhances rather than erodes craft, expertise, or joy in teaching.

6. Safeguarding, Privacy, and GDPR Compliance

HAZLEMERE CHURCH OF ENGLAND SCHOOL acknowledges that under Article 22 of UK GDPR, individuals have the right not to be subject to decisions based solely on automated processing. AI will therefore only ever support, never replace, human judgment in teaching, assessment, pastoral care, or decision-making about pupils and staff.

- HAZLEMERE CHURCH OF ENGLAND SCHOOL only uses **GDPR-compliant AI models** that do **not train on user data** and allow **data deletion or incognito use**.
- Personal or identifiable pupil, parent, or staff information must **never** be entered into public AI systems.
- All AI usage must comply with the HAZLEMERE CHURCH OF ENGLAND SCHOOL **Online Safety Policy** and the **Data Protection Act 2018 (GDPR)**.
- The school will **continually review, audit, and retrain** staff on AI safety, ensuring all applications remain compliant and ethically sound based on the latest guidance.
- A Data Protection Impact Assessment (DPIA) will be undertaken for any AI tool that processes personal or sensitive data or integrates with school systems. For general productivity or writing tools, staff will use the HAZLEMERE CHURCH OF ENGLAND SCHOOL AI Risk Checklist to ensure safe, ethical, and lawful use.

7. Professional Learning and Accountability

- HAZLEMERE CHURCH OF ENGLAND SCHOOL will maintain a Register of Approved AI Tools used for school operations. This will include tool names, versions, data-handling practices, and the basis of GDPR compliance. Unapproved tools must not be used for work involving school, pupil, parent, or staff information.
- AI training will be integrated into staff development, including practical guidance and

- reflective practice on ethics, accuracy, and bias.
- Staff will share examples of effective AI use through internal CPD sessions to promote collective learning.
- Leaders will monitor AI impact on workload, well-being, and skill retention to prevent over-dependence.
- AI use will form part of HAZLEMERE CHURCH OF ENGLAND SCHOOL's annual review of digital practice, ensuring consistency with safeguarding, teaching standards, and GDPR duties.

8. Pupil Education, Understanding, and Responsibility

At HAZLEMERE CHURCH OF ENGLAND SCHOOL, we recognise that pupils are growing up in an age where artificial intelligence increasingly shapes the information, tools, and media they encounter. Our aim is to equip every pupil with the knowledge, discernment, and digital maturity to use AI safely, ethically, and creatively, in line with our **Online Safety Policy** and **HAZLEMERE CHURCH OF ENGLAND SCHOOL Terrific Learners** ethos.

AI is a Tool, Not a Truth.

- Pupils should question and verify what AI produces, recognising that it may be inaccurate, biased, or incomplete.
- They learn to apply critical thinking, especially when AI tools summarise or create content.

AI Should Support, Not Substitute, Learning.

- Where approved by teachers, pupils are taught to recognise how AI can be used to explore ideas, practise skills, or generate prompts, but never to replace their own thinking, creativity, or effort.
- All AI-supported work must remain the pupil's *own* work and voice. Generative AI for producing writing is not allowed.

AI Use Must Be Safe and Respectful.

- Pupils must never enter personal information, names, or images into public AI systems.
- They understand that responsible digital behaviour applies to AI tools as it does to all online activity.
- Misuse (e.g. generating harmful or inappropriate content) is addressed under the **Behaviour and Online Safety Policies**.

AI Should Reflect Our Values.

- Pupils are reminded that ethical use of technology shows honesty and integrity, mirroring the HAZLEMERE CHURCH OF ENGLAND SCHOOL value of *Respect*.
- They discuss and reflect on the moral choices AI raises, such as fairness, truth, and human creativity.

Learning About AI Is Everyone's Right.

- HAZLEMERE CHURCH OF ENGLAND SCHOOL will provide age-appropriate learning about AI, helping pupils understand its potential and its limits.
- By demystifying AI, we aim to prepare pupils to thrive as responsible, thoughtful digital citizens.

Curriculum and Implementation:

- AI awareness and critical literacy are integrated into the Computing and PSHE curriculum.
- Assemblies and "Guiding Digital Childhood" sessions explore themes such as misinformation, bias, authorship, and the human impact of technology.
- Staff receive guidance on when and how AI tools can be used, ensuring use is safe,

- purposeful, and teacher- directed.
- Pupil voice on AI will be gathered annually to ensure understanding and attitudes develop safely and positively.

9. **Transparency and Communication**

- As an appendix to this policy, HAZLEMERE CHURCH OF ENGLAND SCHOOL will publish an AI Usage Statement outlining the categories of AI tools used in school operations, the purposes they serve, and the safeguards in place. This supports GDPR transparency duties and promotes trust with families and the wider community.
- HAZLEMERE CHURCH OF ENGLAND SCHOOL will communicate openly with parents, governors, and Ofsted about how AI supports our school's operation.
- AI will never be used to make high-stakes decisions about pupils, families, or staff.
- All AI-assisted materials remain subject to human authorship, editing, and final approval. Ownership and copyright of school materials, lesson content, and communications remain with HAZLEMERE CHURCH OF ENGLAND SCHOOL or the original human creator.
- Staff must ensure AI-generated content does not infringe third-party rights and complies with copyright law.

10. **Review and Oversight**

These principles will be reviewed annually by the Headteacher, staff and Governors. Updates will reflect new guidance from Ofsted, DfE, and ICO on AI and data protection.

In Summary:

AI at HAZLEMERE CHURCH OF ENGLAND SCHOOL will always be:

- Human-led. Ethically grounded. Purpose-driven.
- Supporting the craft of teaching, not replacing it.
- Saving time for people, not taking humanity from the work.

Appendix 1 – AI Usage Statement

Hazlemere Church of England School uses Artificial Intelligence (AI) tools selectively to support leadership, administration, communication, and professional tasks. AI at HAZLEMERE CHURCH OF ENGLAND SCHOOL is always used under human direction, with all outputs edited, checked, and approved by staff.

No AI tools are used for automated decision-making about pupils, families, or staff, and AI is never used to assess pupils or replace teaching expertise.

We use GDPR-compliant AI tools that do not train on user data. Personal and identifiable pupil, parent, or staff information is never entered into public AI systems.

AI is used for purposes such as drafting or refining professional communications, supporting safeguarding training, summarising documents, or improving administrative efficiency. A Register of Approved AI Tools is maintained and monitored through the Online Safety Committee.

Through our curriculum, pupils are taught to understand AI critically, use it safely, and recognise its limits. Staff receive training to ensure AI is used ethically, responsibly, and in line with UK data protection law.

Our full AI Policy explains our safeguards, legal obligations, staff expectations, and pupil education approach.

For any queries about AI use at HAZLEMERE CHURCH OF ENGLAND SCHOOL, please contact the Data Protection Officer or Headteacher.

Appendix 2 – HAZLEMERE CHURCH OF ENGLAND SCHOOL AI Legal & Ethical Review Checklist
(To be completed annually by the Headteacher, DPO, and Online Safety Committee)

1. Governance & Legal Compliance

- AI Policy reviewed and updated in line with latest Ofsted, DfE, ICO, and UK AI regulations
- Article 22 compliance confirmed (no automated decisions affecting pupils or staff)
- Any updates to UK GDPR, Equality Act, IP law, or Online Safety law reflected in practice
- Public AI Usage Statement updated on website

2. Register of Approved Tools

- AI Tools Register updated (name, version, provider, privacy policy, compliance evidence)
- Any retired or replaced tools removed from register
- Staff reminded annually not to use unapproved tools for HAZLEMERE CHURCH OF ENGLAND SCHOOL data

3. Data Protection & DPIAs

- DPIAs completed for any AI tool processing personal or sensitive data
- No personal data entered into public AI interfaces
- Data minimisation, anonymisation, and deletion practices reviewed
- Staff awareness of “incognito” or data-off modes confirmed

4. Safety, Bias & Accuracy

- Any bias or accuracy concerns from staff logged and addressed
- Outputs routinely reviewed for fairness, accuracy, and tone
- Staff trained to critically evaluate AI-generated content

5. Professional Use & Workload

- Staff using AI in line with HAZLEMERE CHURCH OF ENGLAND SCHOOL Three Methods
- AI improving—not reducing—authenticity, wellbeing, or professionalism
- Examples of effective use shared in CPD

6. Pupil Education

- AI awareness included in Computing and PSHE
- Assemblies and GDC sessions delivered on AI safety, bias, digital citizenship
- Pupil Voice gathered and informs future adaptations

7. Training & Culture

- Annual staff update on safe AI use delivered
- All new staff inducted in AI Policy & expectations

- ☐ • Reporting routes for concerns (to DSL/DPO) reinforced
- Overall Judgement

- ☐ • AI at HAZLEMERE CHURCH OF ENGLAND SCHOOL remains:
 - Human-led
 - Ethically grounded
 - Purpose-driven
 - Safe and GDPR-compliant
 - Supportive of staff workload and pupil learning